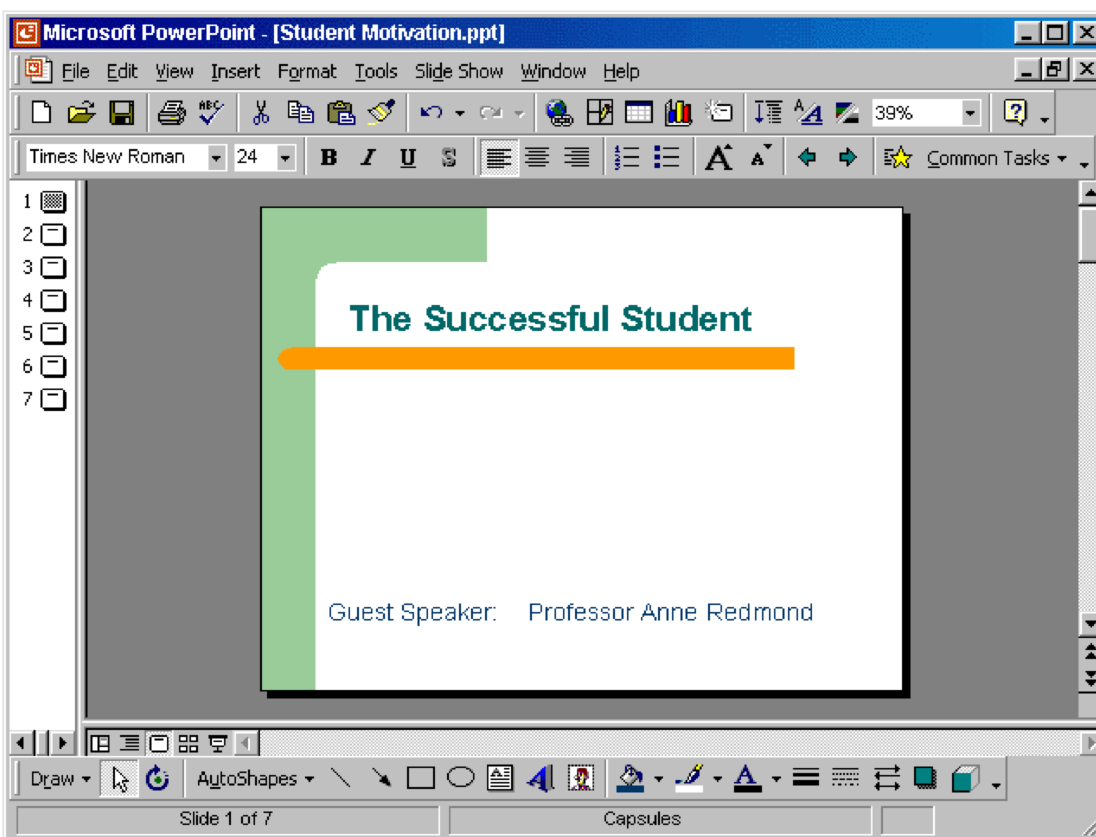
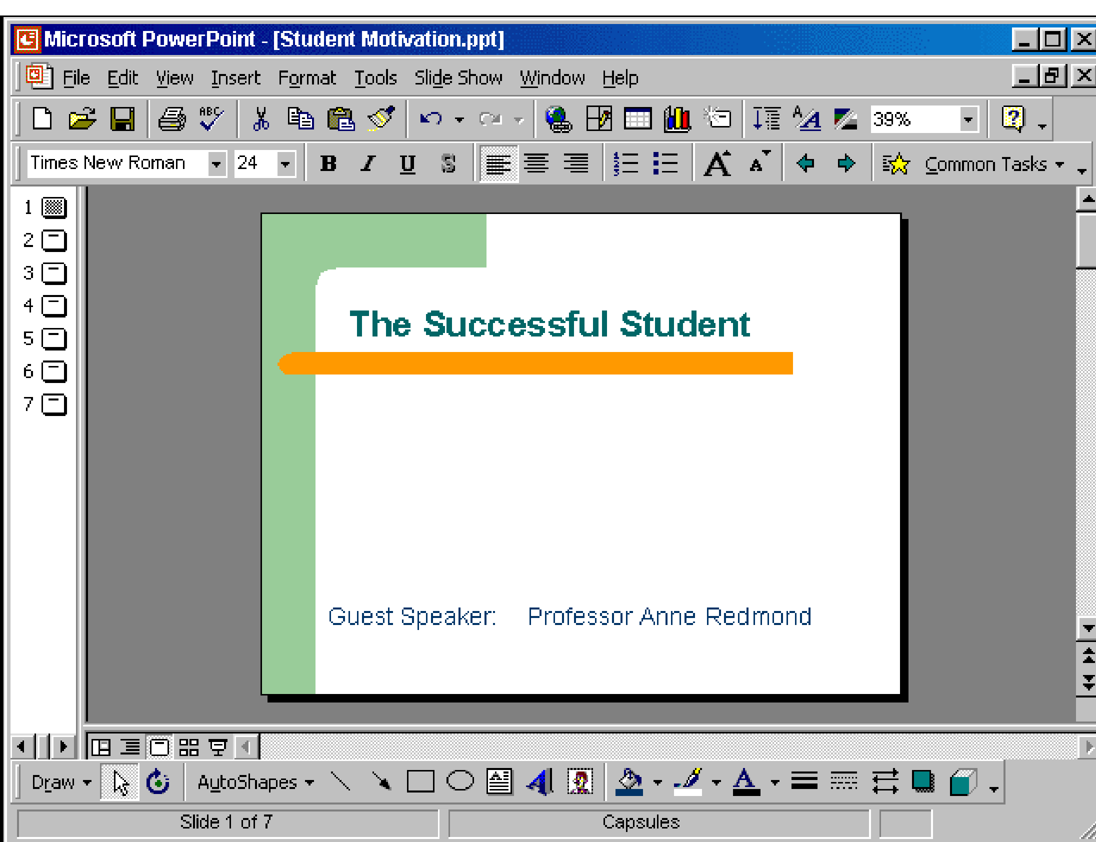


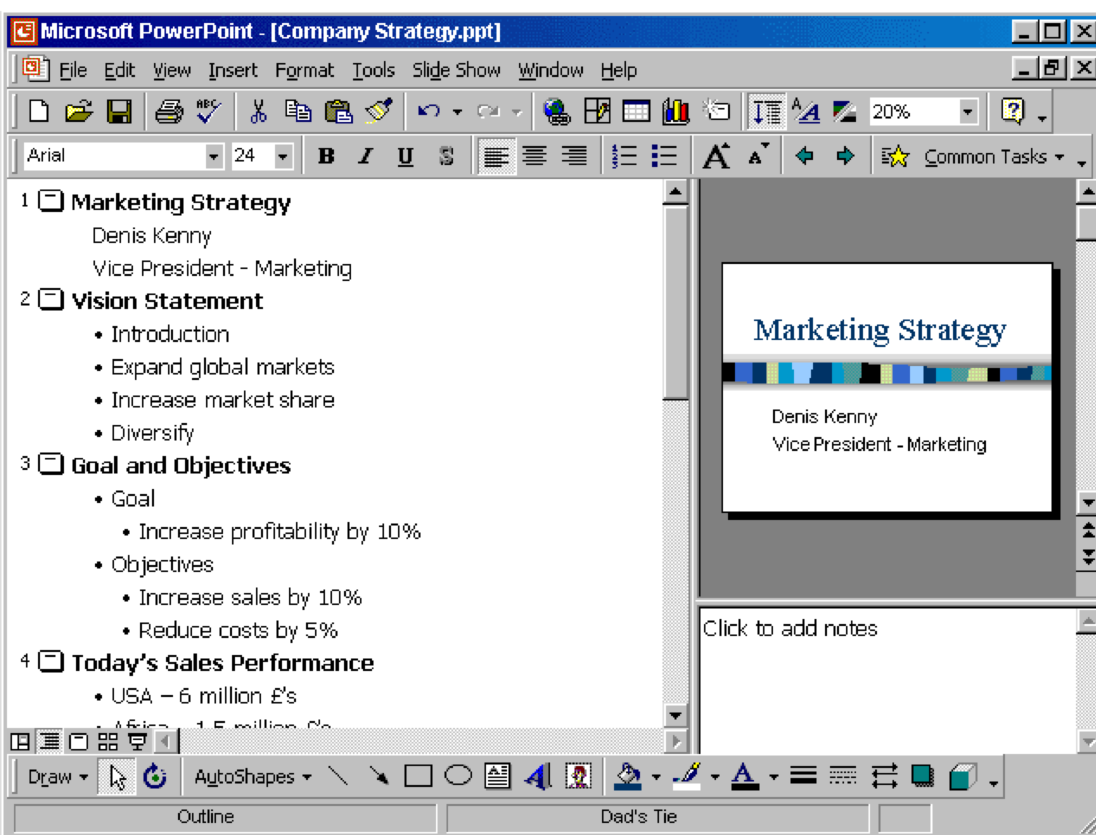
Open the presentation named Training.ppt, which is in the My Documents folder.

Click on open tool → click on my documents → select Training.ppt →open



Create a new blank presentation.

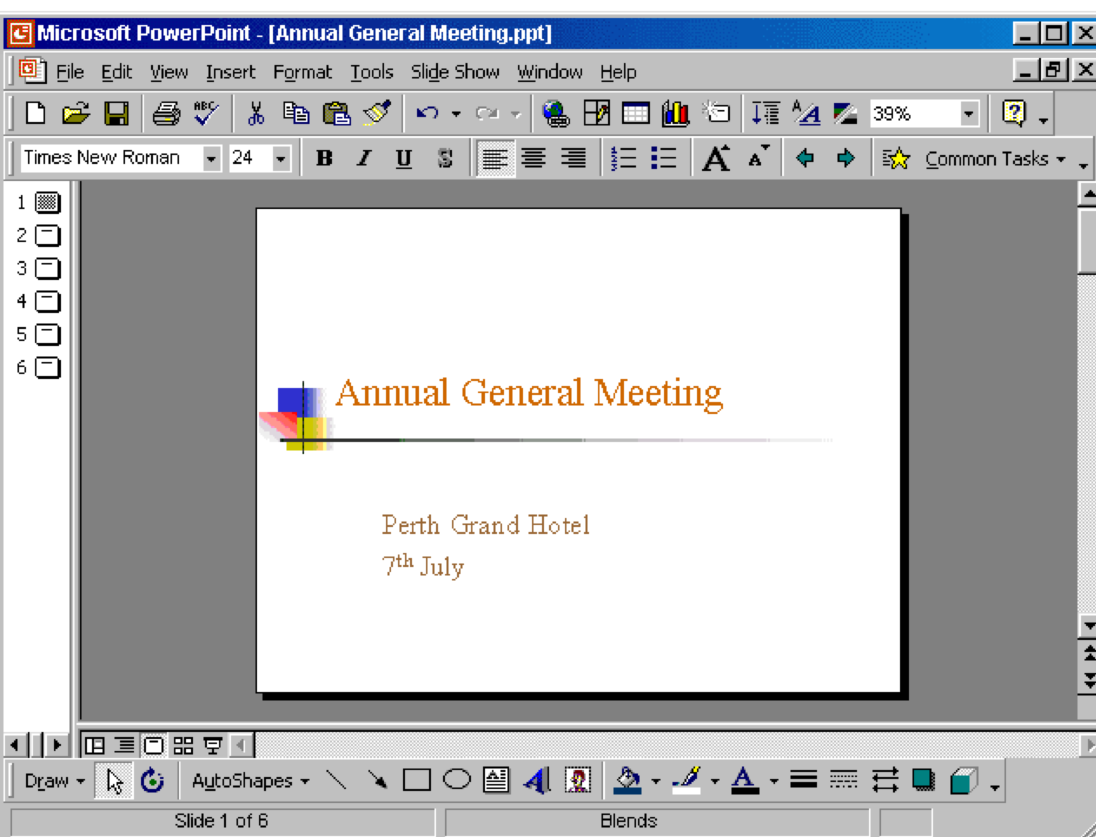
Click on the new tool from the standard toolbar



Save the Company Strategy presentation as an Outline/RTF file.

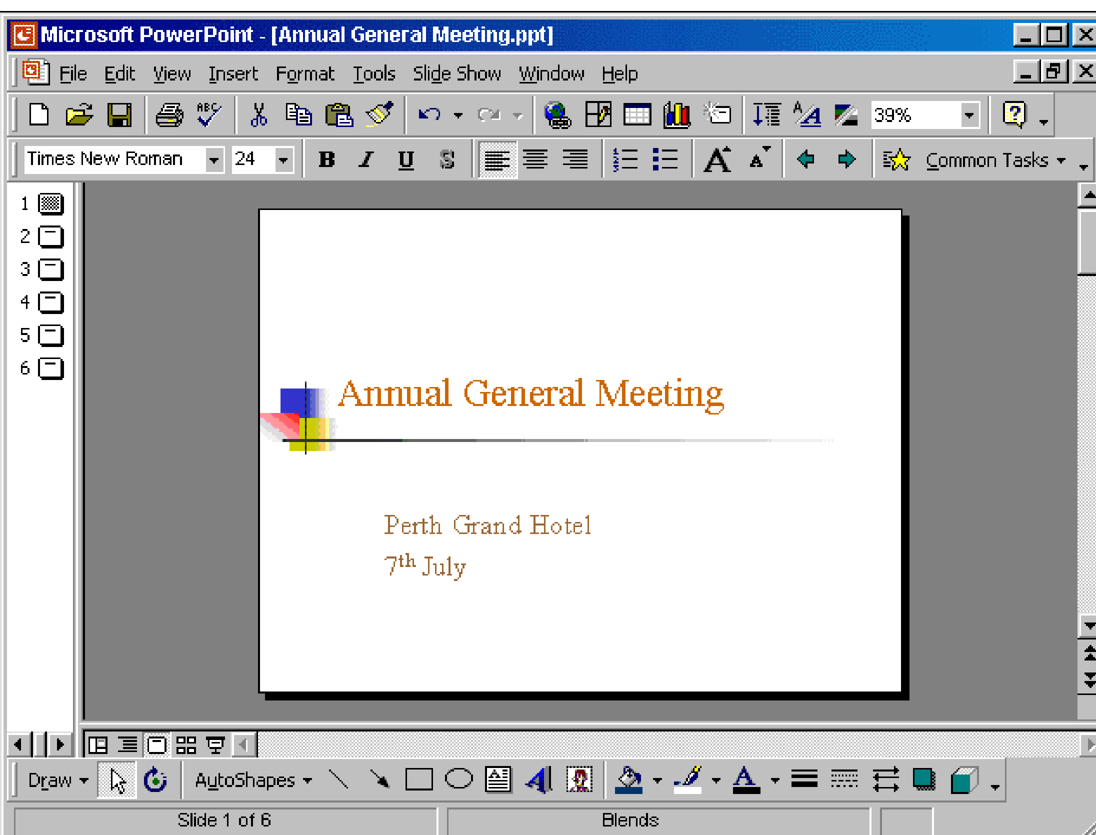
You don't need to change the file location.

File → save as → use the drop down list in the save as type box and select outline/RTF→ save



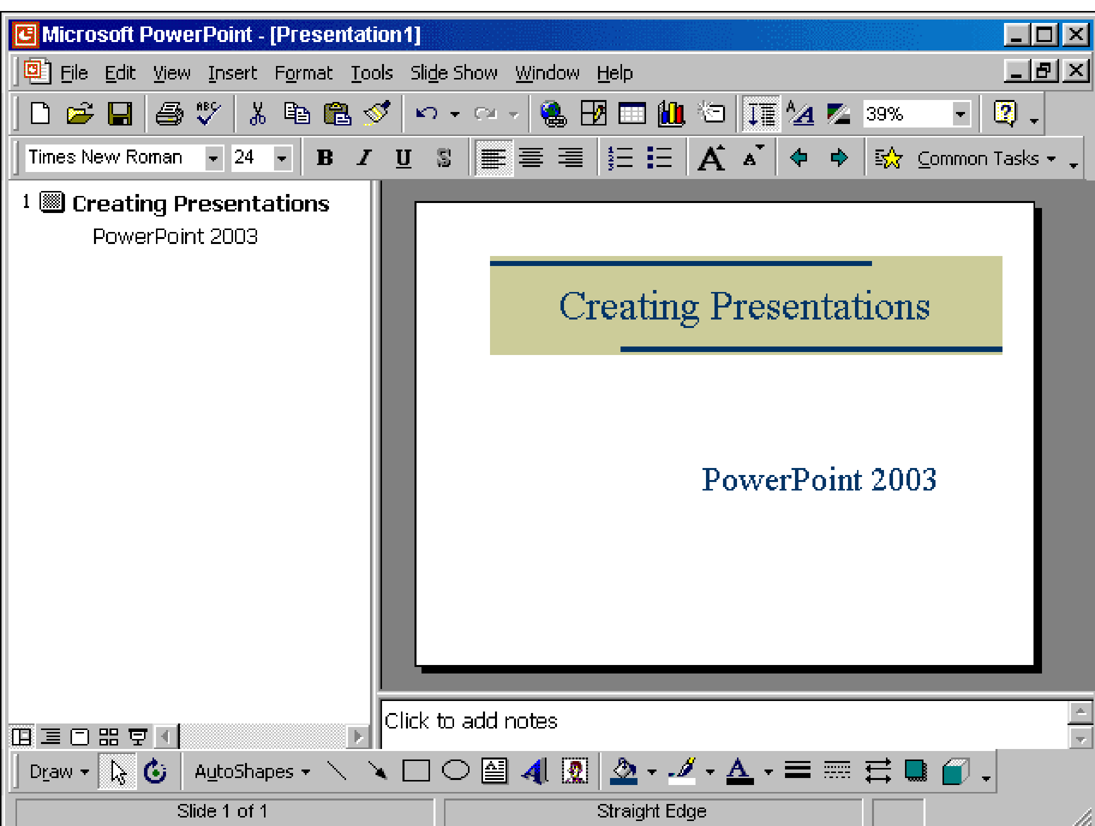
Change the default user name for this application to Lee Smith.

Tools → options → General tab → in the name box delete msingh → type Lee Smith



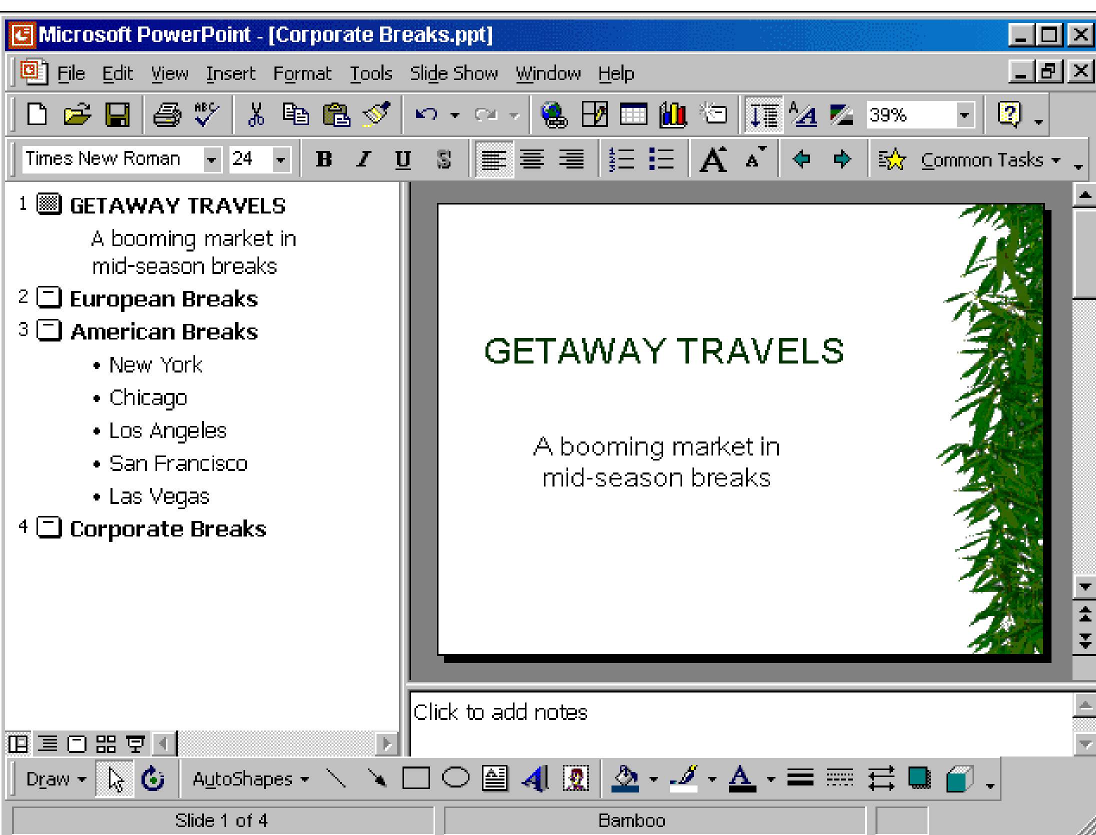
Switch to **Slide Sorter View**.

View → select slide sorter



Create a Title Slide, with placeholders for both a title and a sub-title.

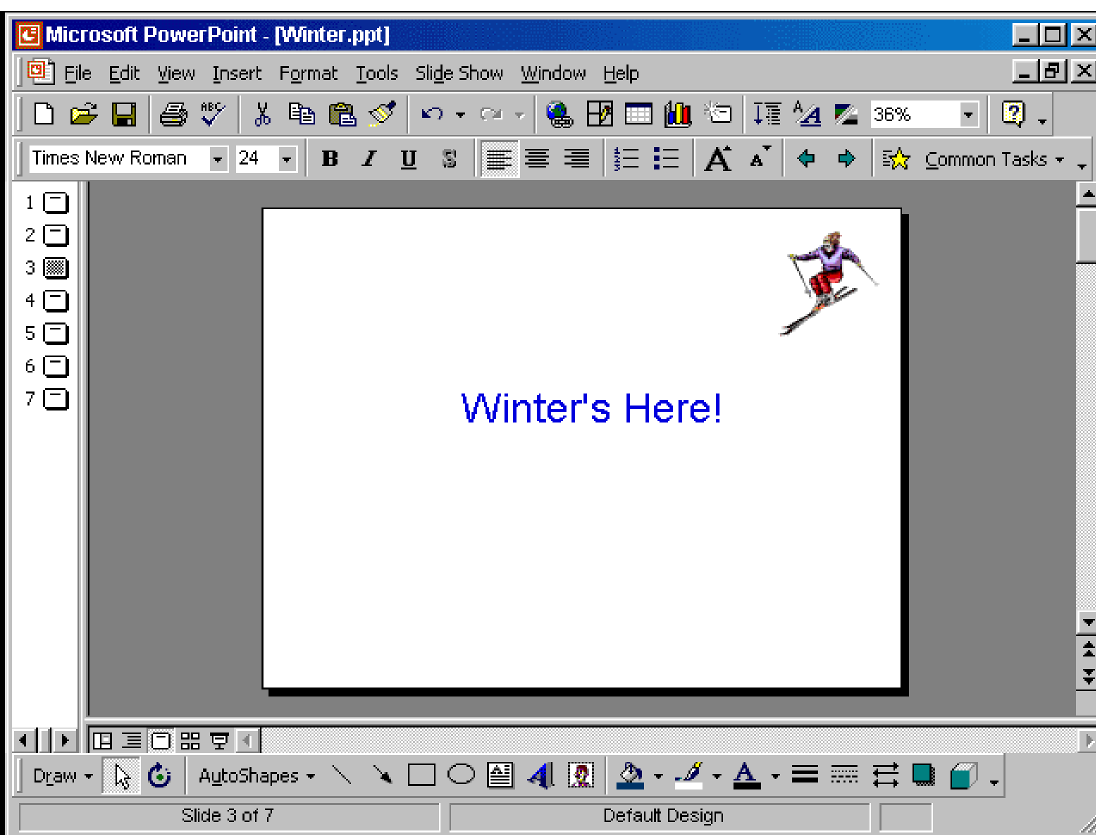
Insert → new slide → select the title slide



This travel company uses an approved range of corporate templates.

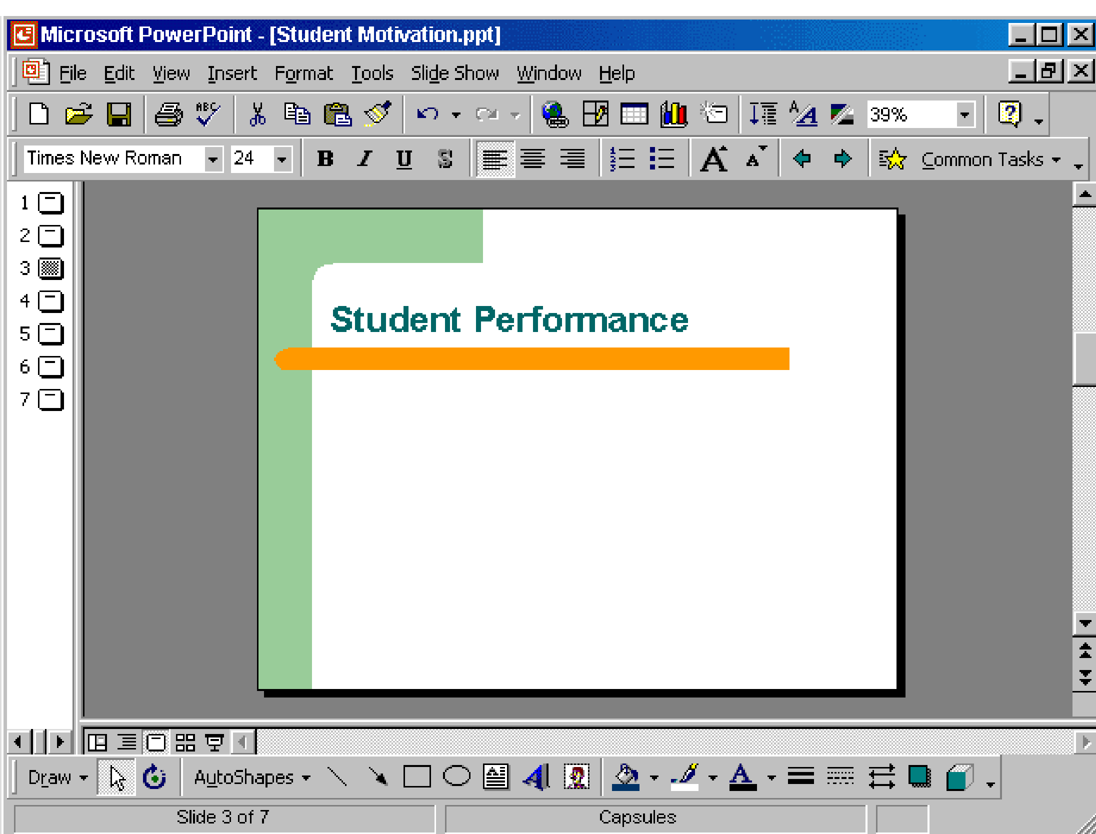
Apply the design template Sunny Days to this presentation.

Format → apply design template → select Sunny Days → Apply



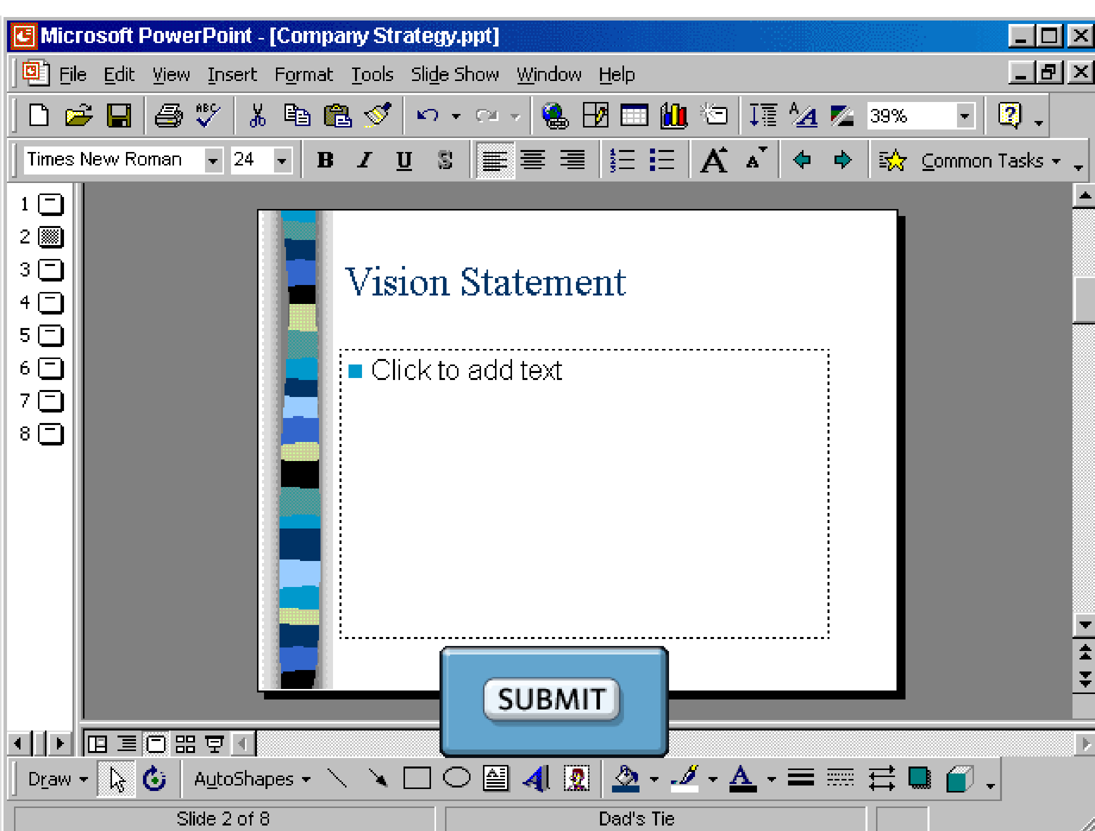
Access the Slide Master, and remove the graphic of the skier.

View → master → slide master → select the graphic → press delete from the keyboard



Access the Header and Footer dialog box and add slide numbers to all slides except for the title slide of this presentation.

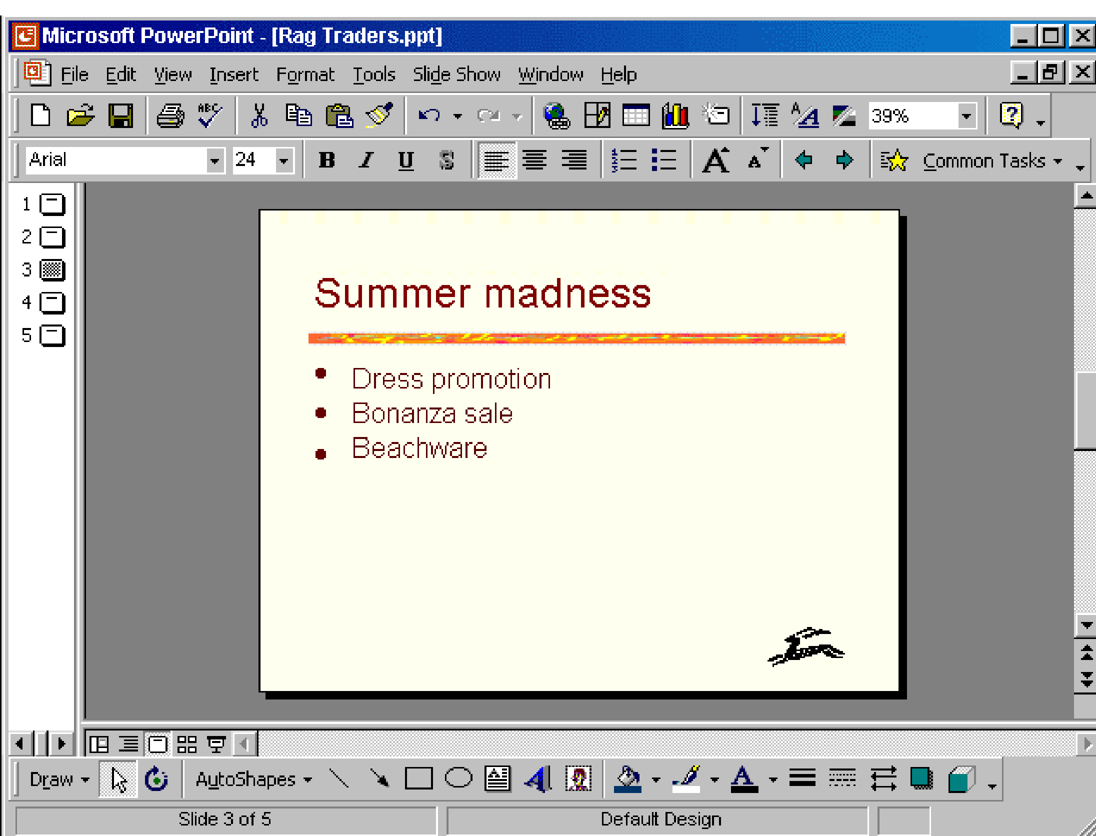
View → header and footer → check the slide number → check don't show on title slide → apply to all



Add the word Introduction as the first item in the bulleted list on this slide.

Click SUBMIT when you have finished.

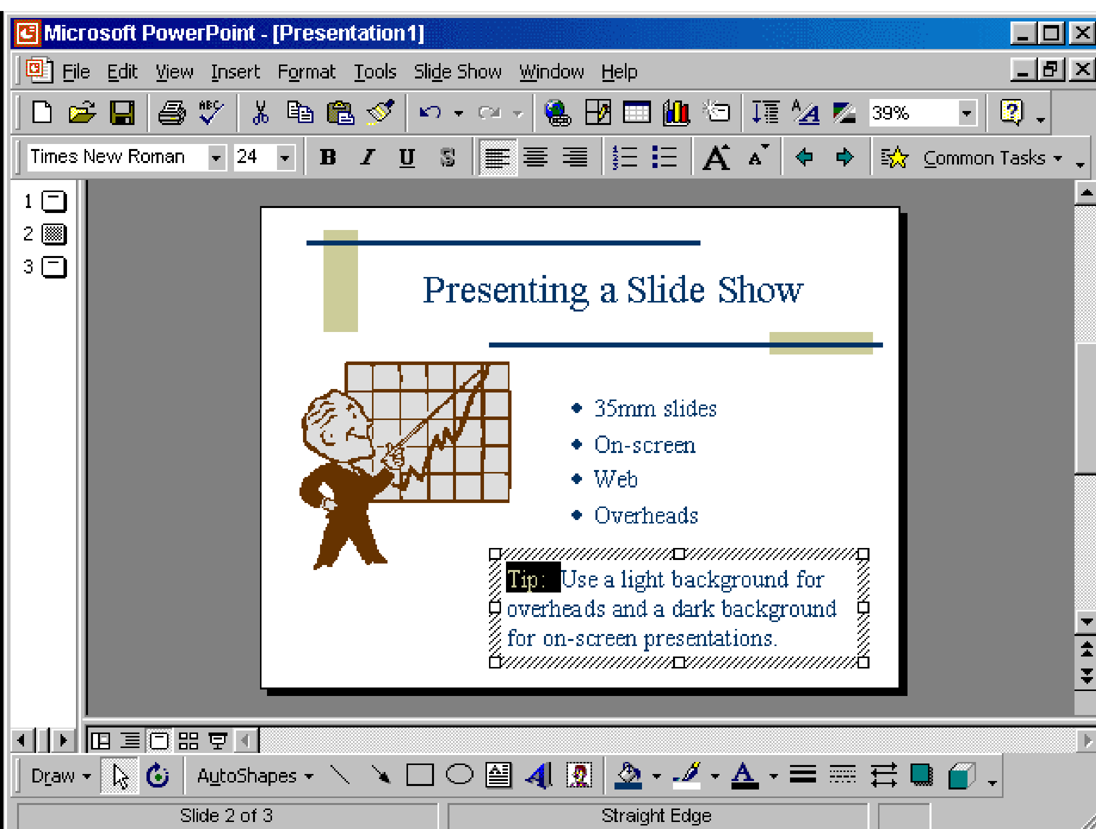
Put the cursor on click to add text → type Introduction



Change the second bullet on this slide from Bonanza sale to Mammoth sale.

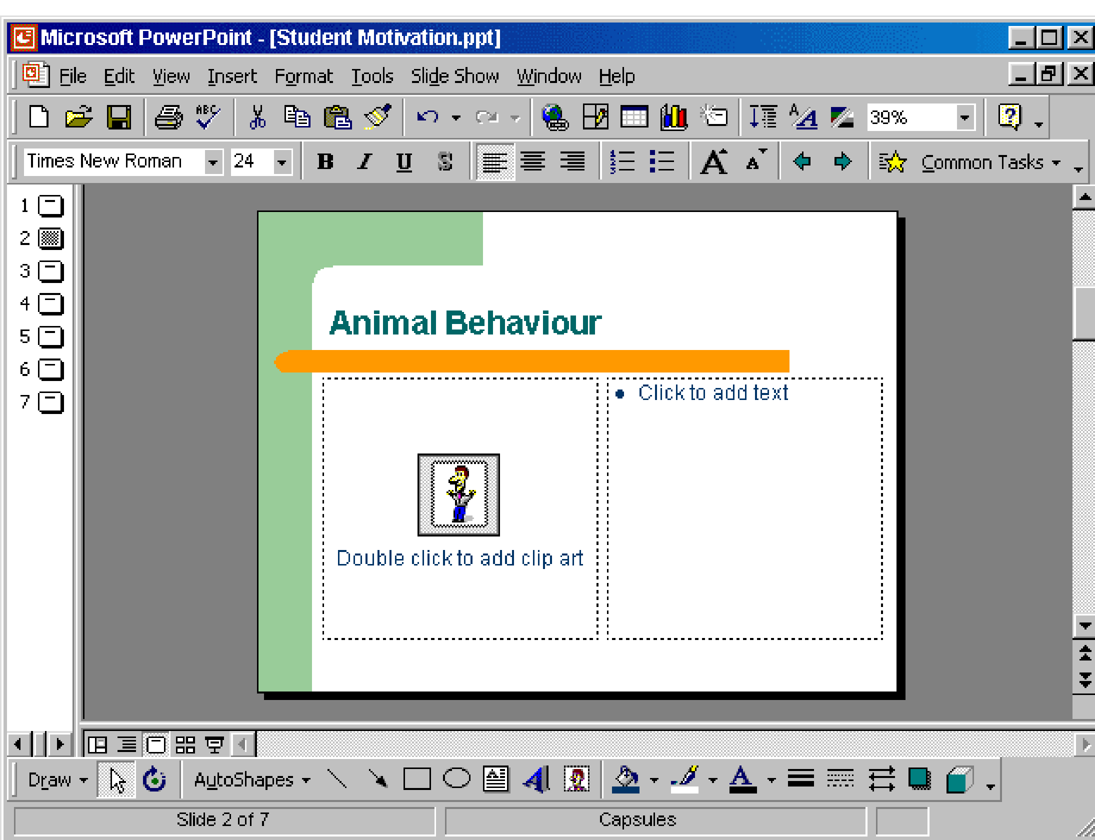
Click anywhere outside the bulleted list placeholder when you have finished.

Delete the name Bonanza sale and type Mammoth sale



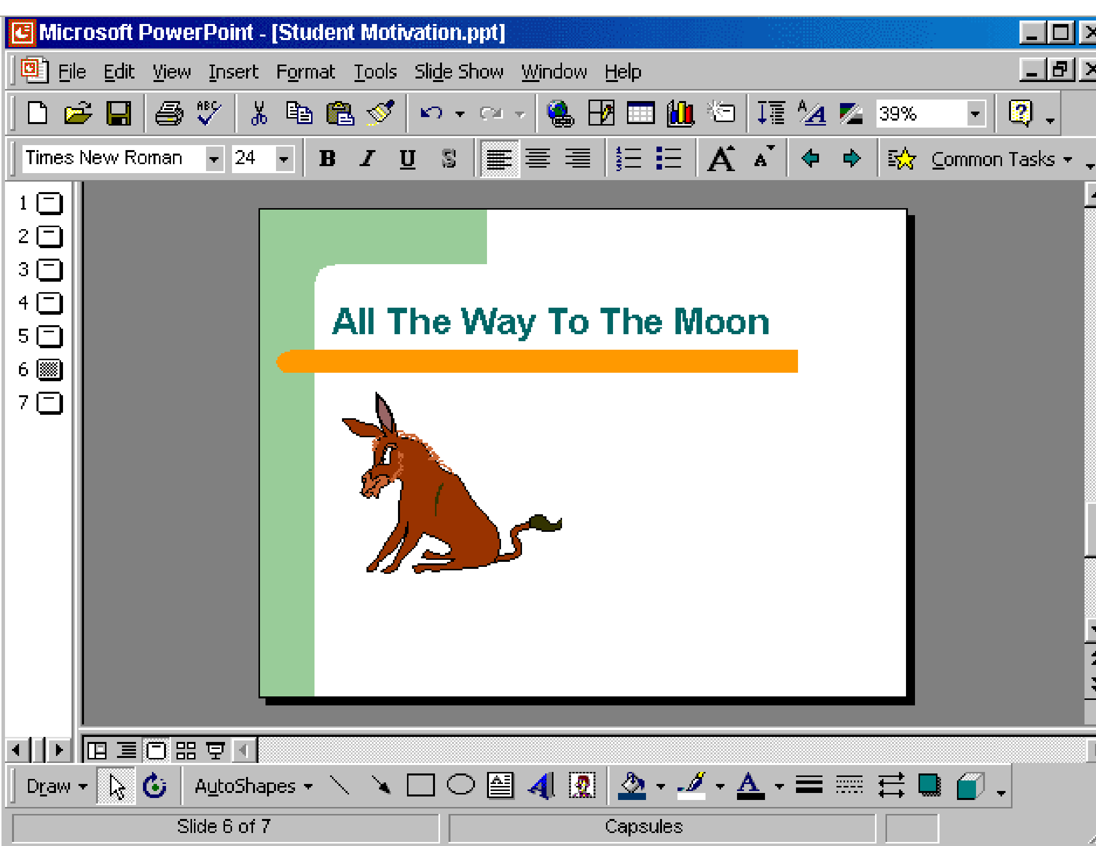
Without retyping, make all of the letters in the selected word upper-case.

Format → change case → select upper-case → ok



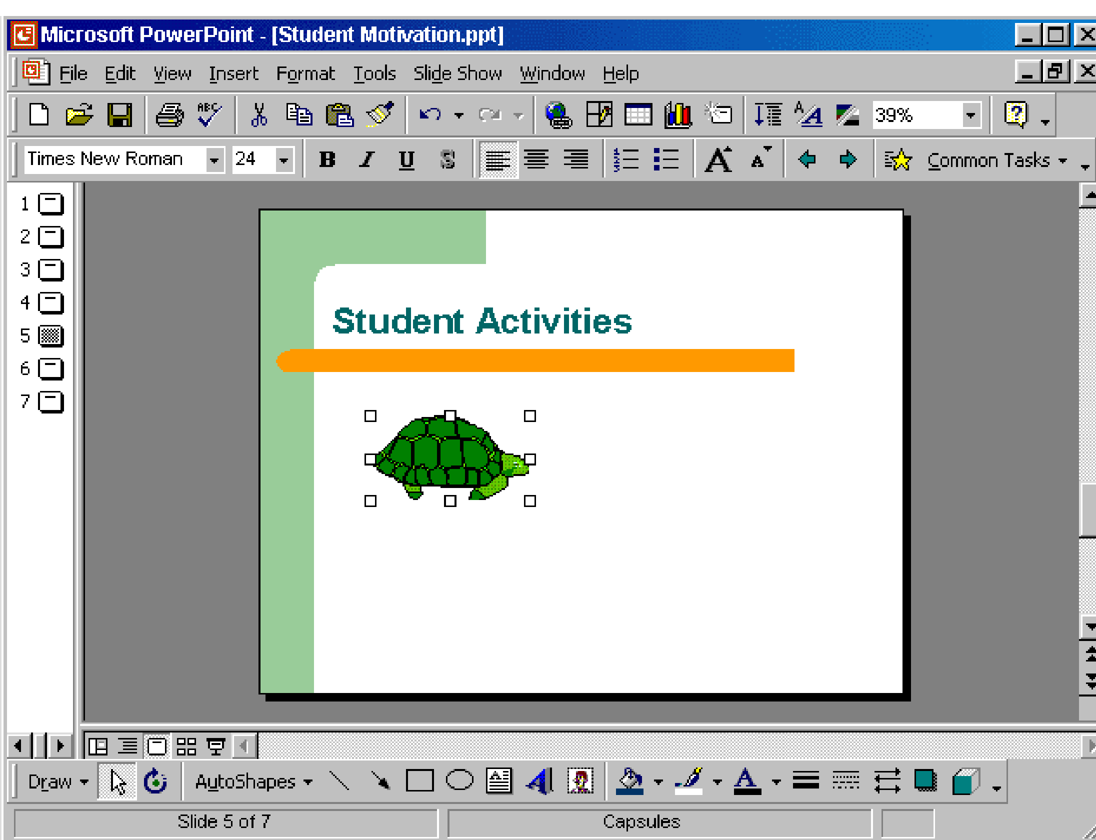
Add an image of a Lion to this slide from the Animals category of Microsoft's Clip Art gallery.

Double click on the clip art icon → select animals → select the lion → apply

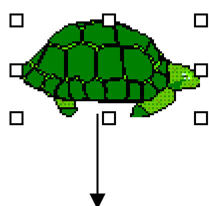


Move the graphic to Slide 7 in this presentation.

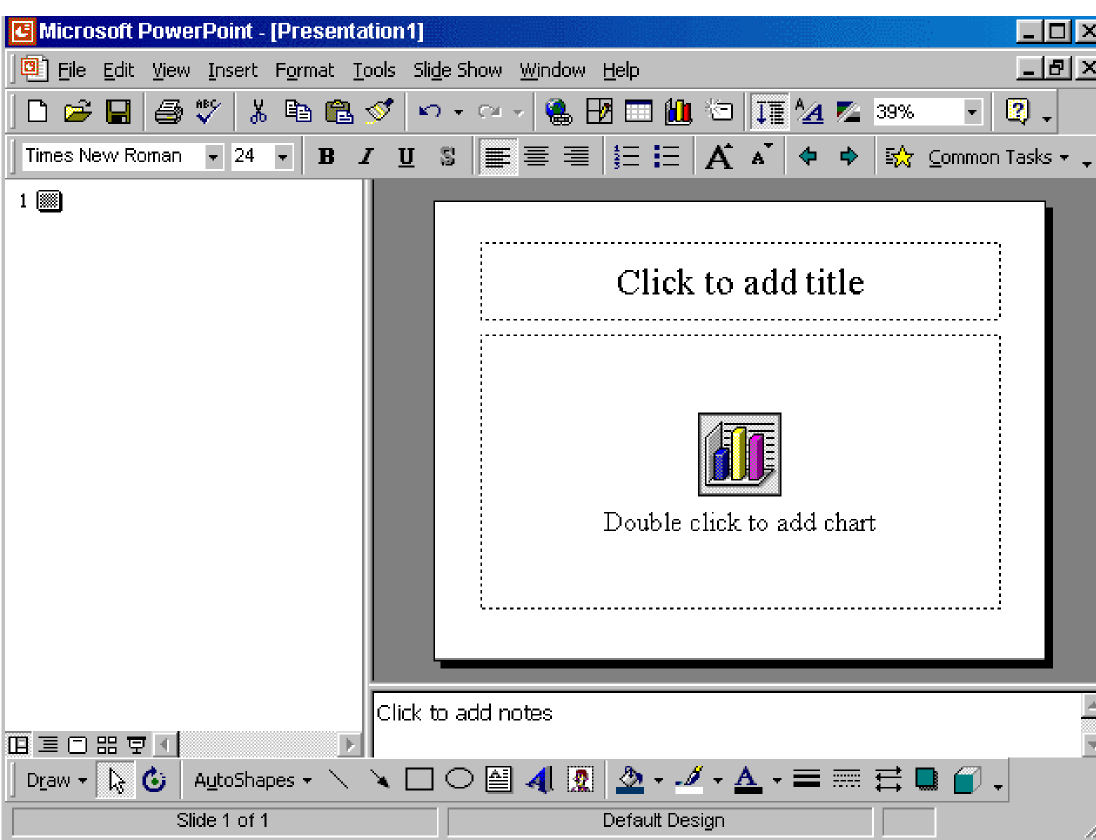
Right click on the graphic → cut → select slide number 7 → right click paste



If you wished to change the height of the tortoise graphic without changing its width, where would you click to begin?



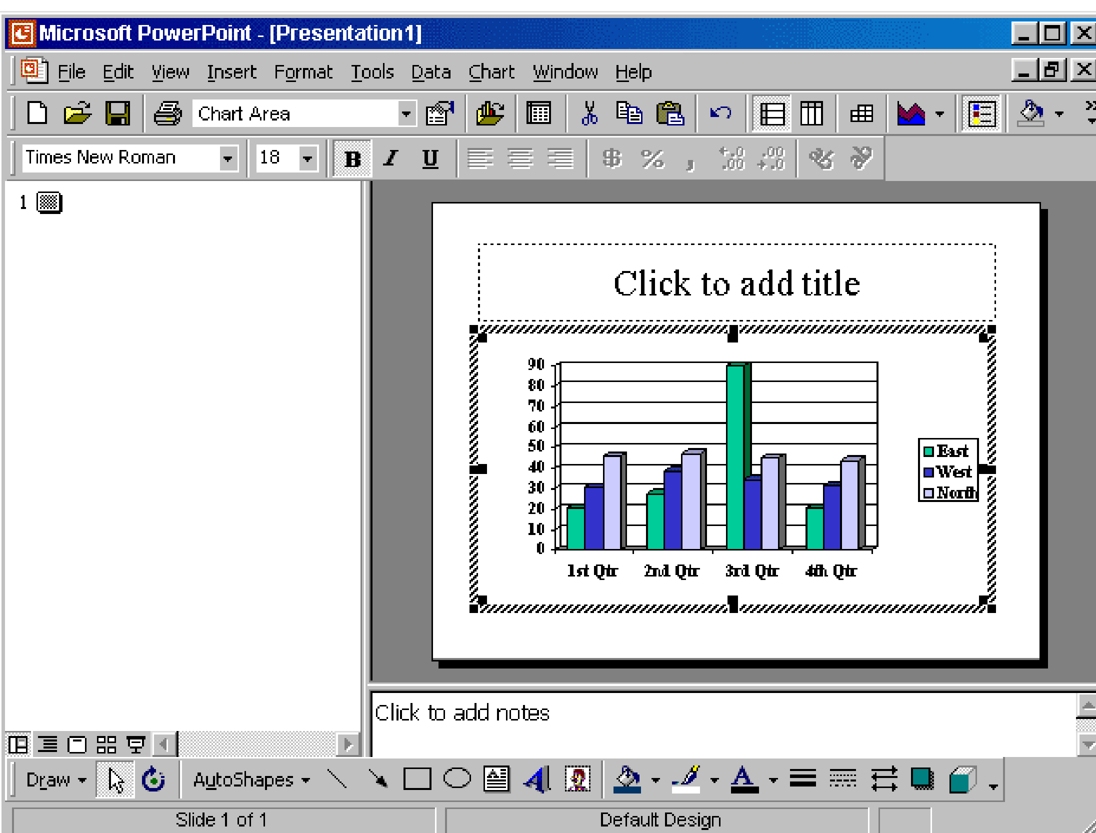
Put the cursor here



Access the chart AutoLayout feature, change the value in cell B1 from 27.4 to 50.3.

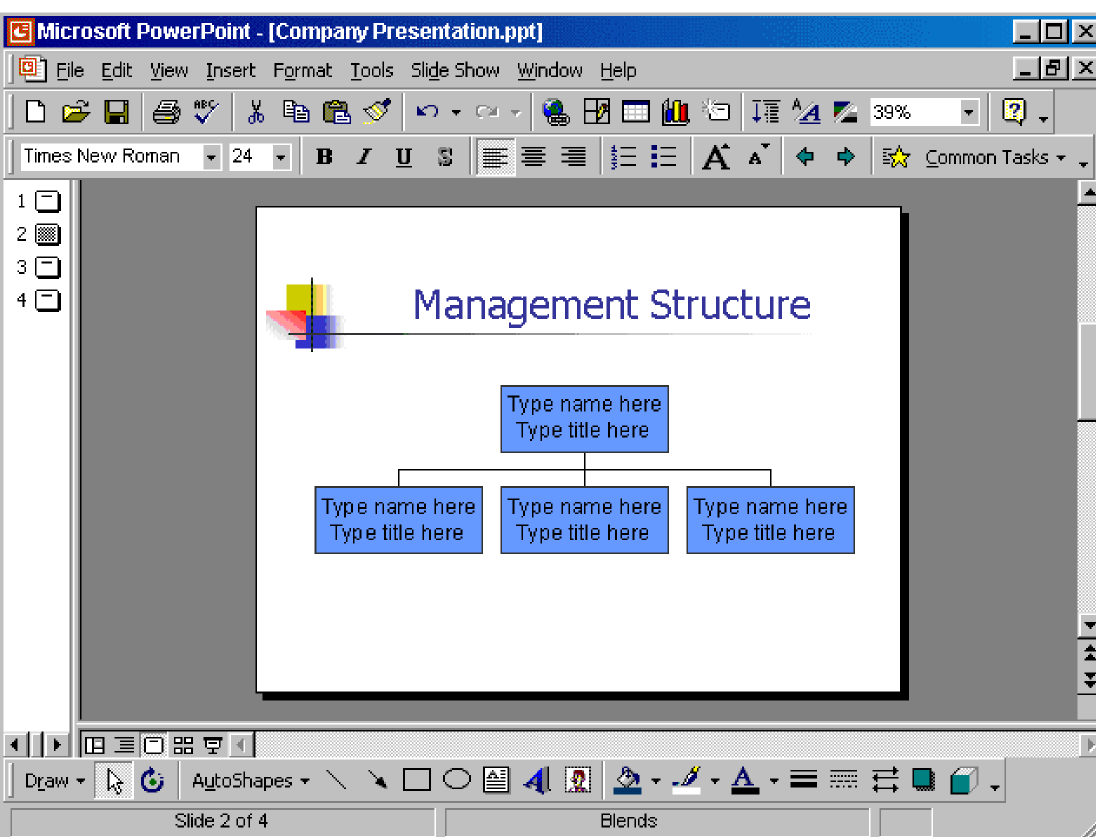
Press the Enter key when you have finished.

Double click on the add chart → select the cell b1 and type 50.3 → press enter from the keyboard



Change the type of this chart from a column to a bar chart.

Click on the chart type tool from the standard toolbar → from the drop down list select bar chart



Sam Elliot is the head of this organisation.
Open the organisation chart in this slide and add the details showing Sam Elliot as Chairperson.
Click any of the sub-ordinate boxes when you have finished.
(You don't need to add comments)

Double click on the organisation chart → in the first box → select the type name here and type Sam Elliot → select type title here and type Chairperson → click on any box from the below

If Maria were deleted from this organisation chart, which **one** of the following statements would be **True**?

- ○ Miguel and Lee would become sub-ordinates of Paul.
- ○ Miguel and Lee would report directly to Alexandra.
- ○ Miguel and Lee would become co-workers of Nairn and Michelle.
- ○ You would be prompted to give Miguel and Lee a new manager.



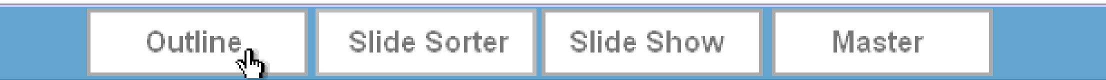
- **Miguel and Lee would report directly to Alexandra**

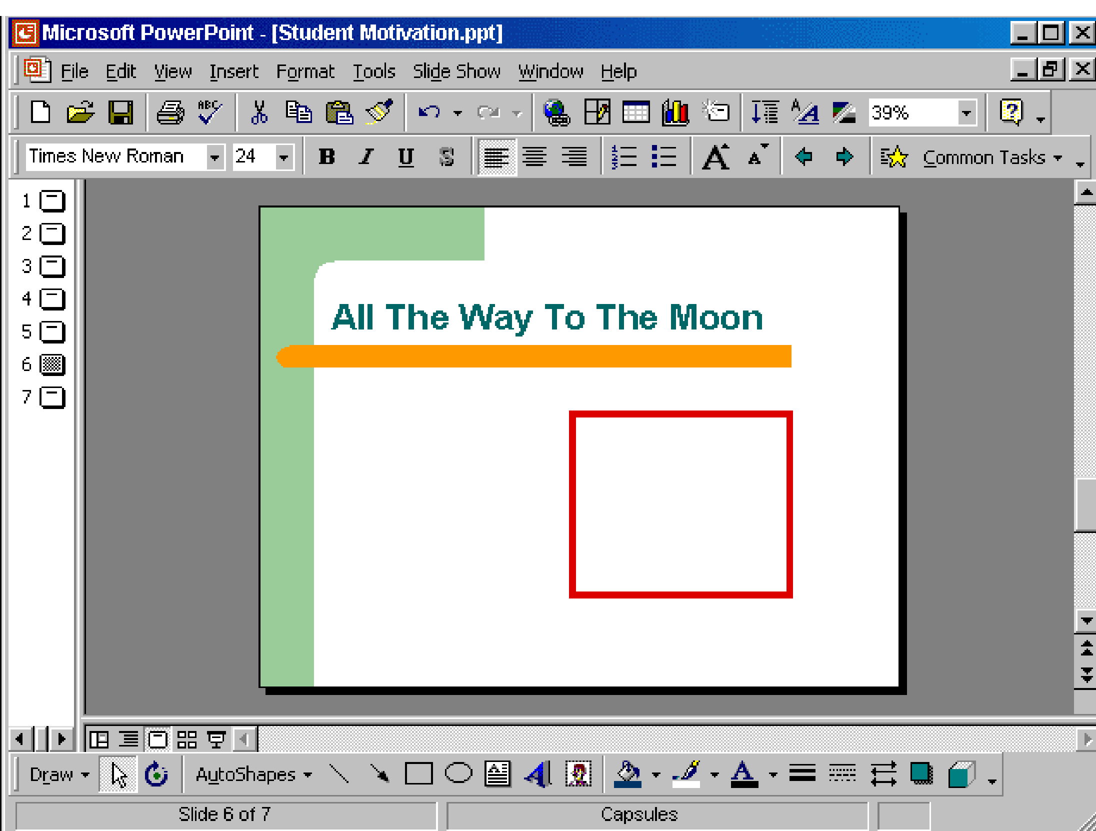

Rehearse presentation with timings, transitions and animations.
Slide show


Making global changes to your slides.
Master


Work with the structure of your file.
Outline

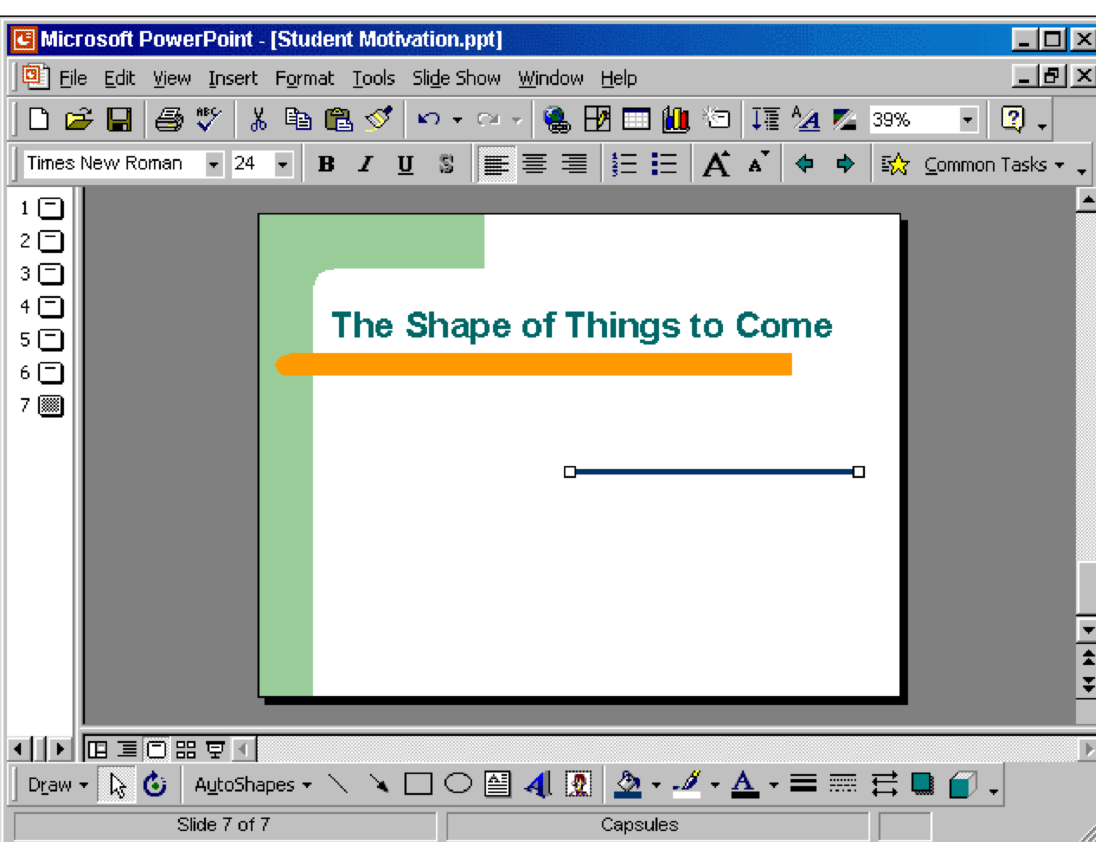

Identify slides that have transitions, animations or are hidden.
Slide sorter





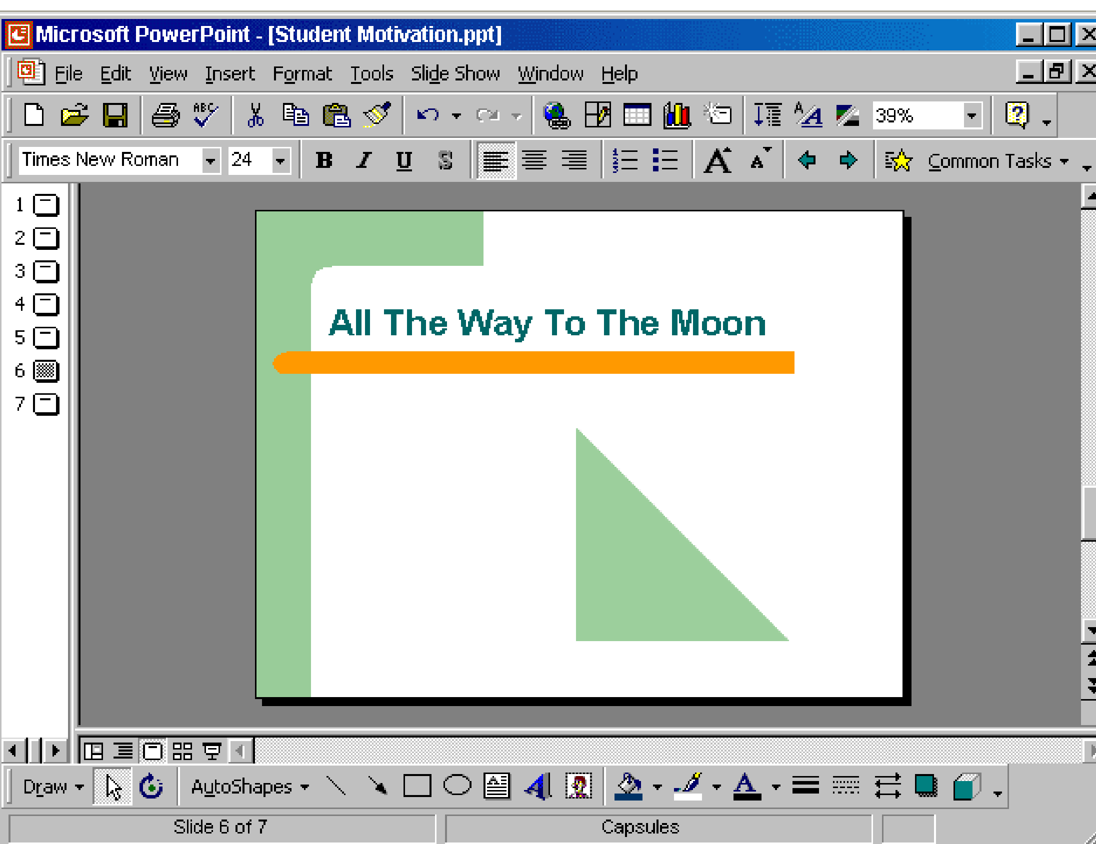
Draw a rectangle within the red square.

Click on the rectangle tool from the drawing toolbar → put the cursor in the red square and drag



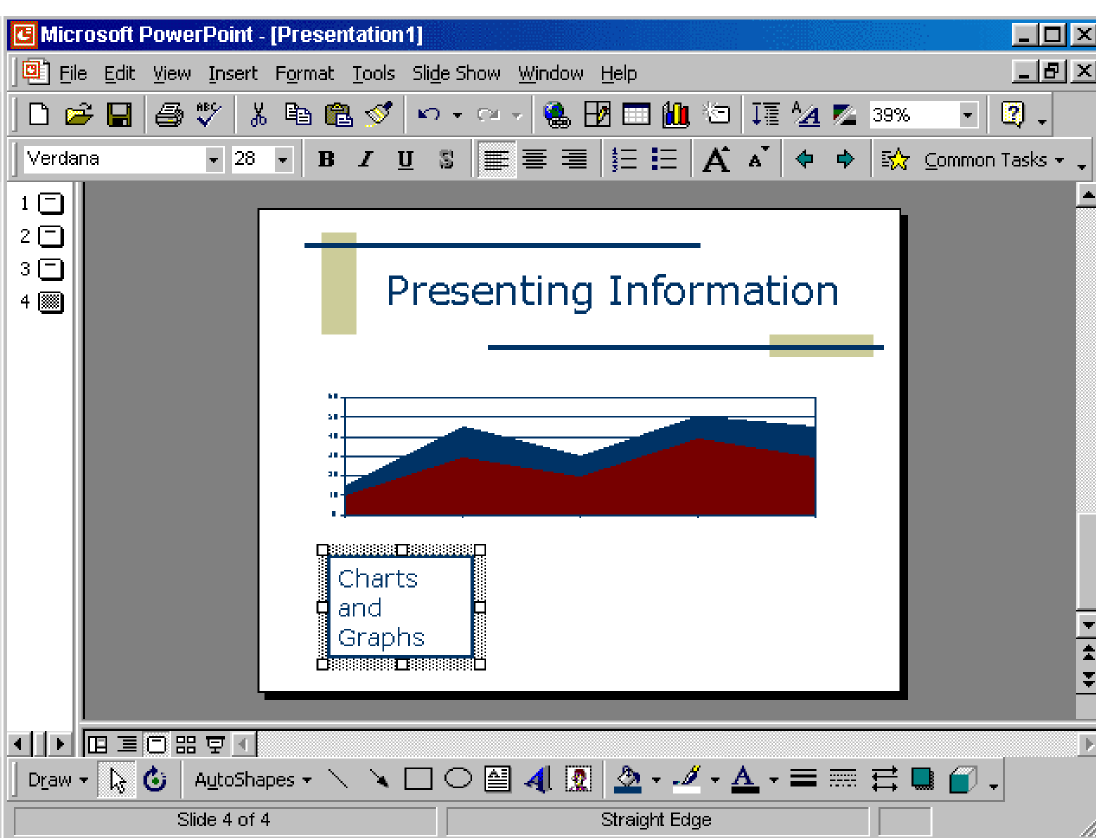
Add an arrow head of your choice to the beginning of the selected line.

Click on the arrow style tool from the drawing toolbar → select any line with arrow



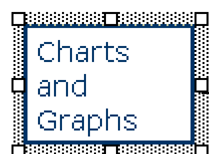
Add any shadow of your choice to the green triangle on this slide.

Select the triangle → select the shadow tool from the drawing toolbar → select any shadow

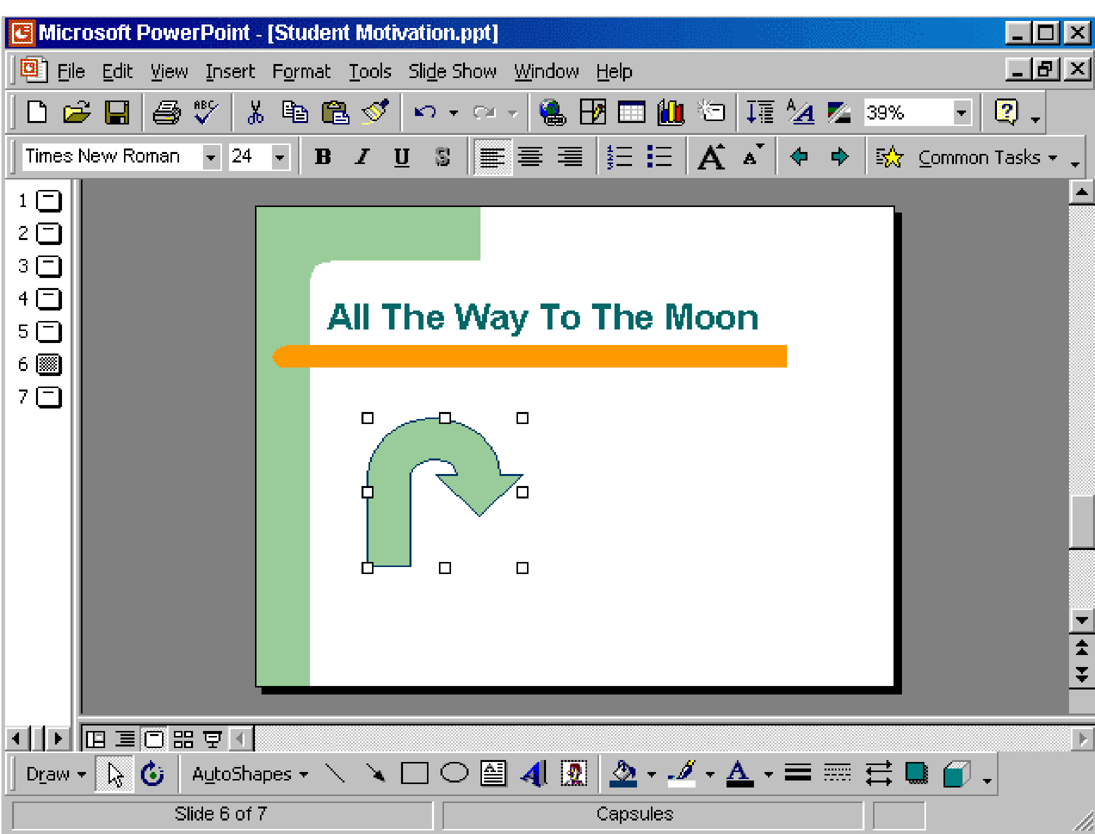


We would like all the words on this textbox to fit onto a single line, so that no words spill onto a second line.

Where would you click to begin to resize this textbox?

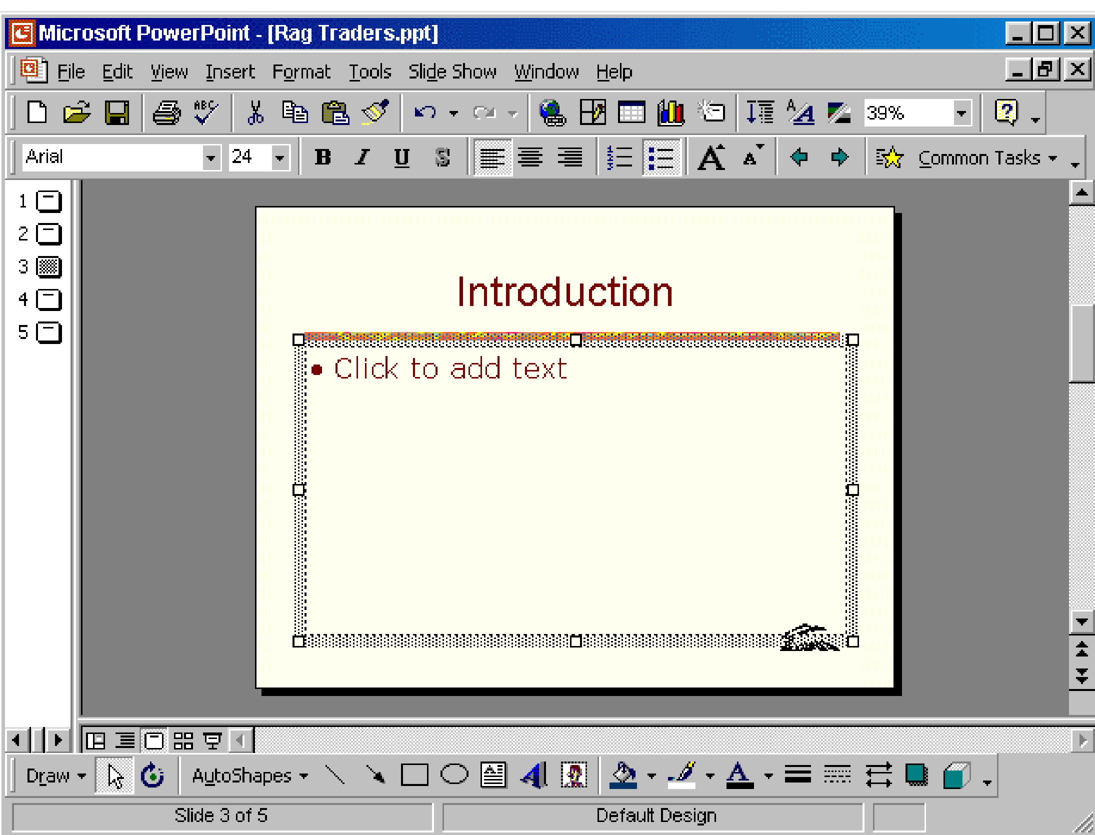


Click here



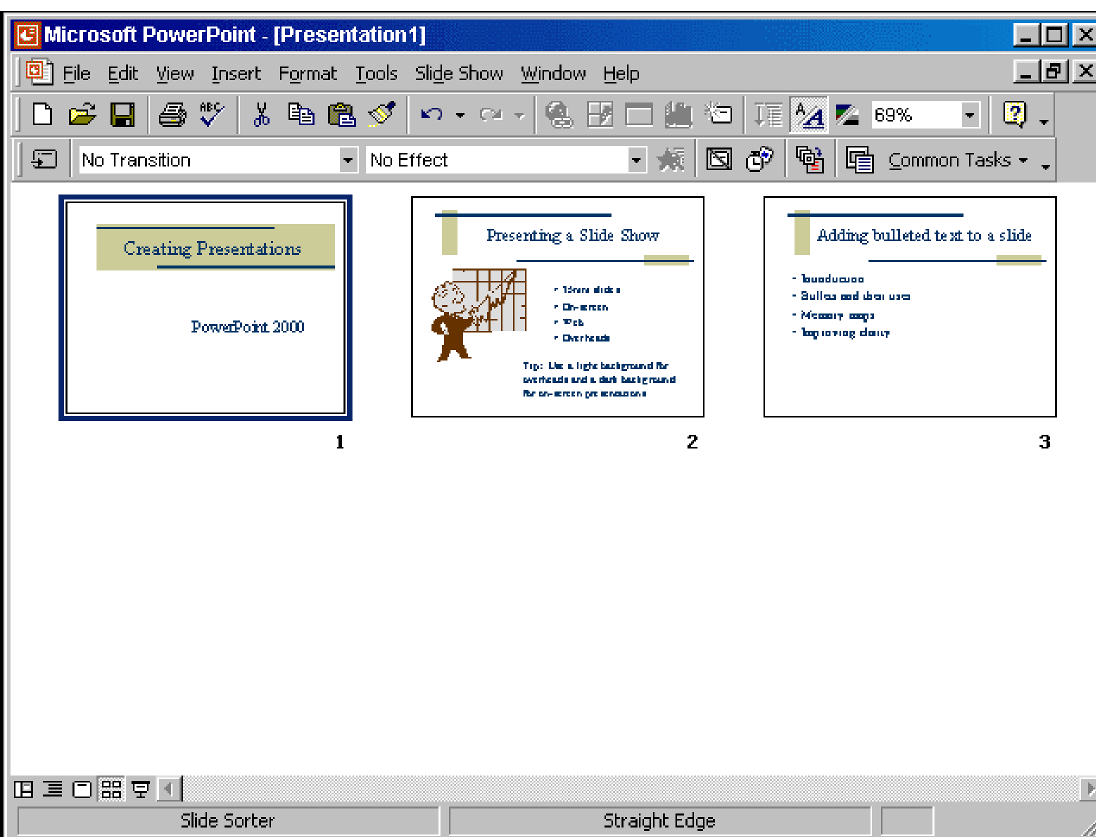
Duplicate the selected autoshape to slide 7 in this presentation.

Right click on it and select copy → select slide 7 → right click and select paste



Apply the preset animation effect called Flying to the selected bullet placeholder in this slide.

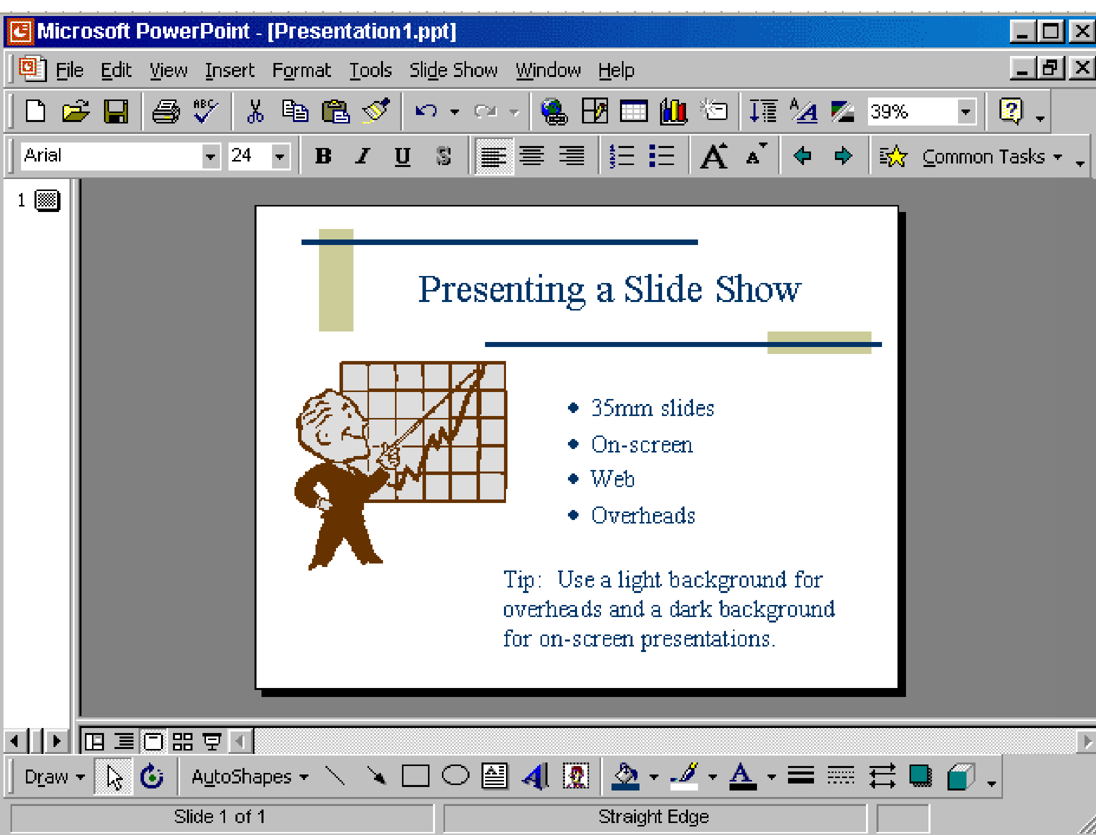
Slide show → preset animation → select flying



Apply the slide transition effect, Box In, to just slide 1.

Set the speed of transition to medium.

Slide show → slide transition → in the effect section select from the drop down list box in → select medium → apply



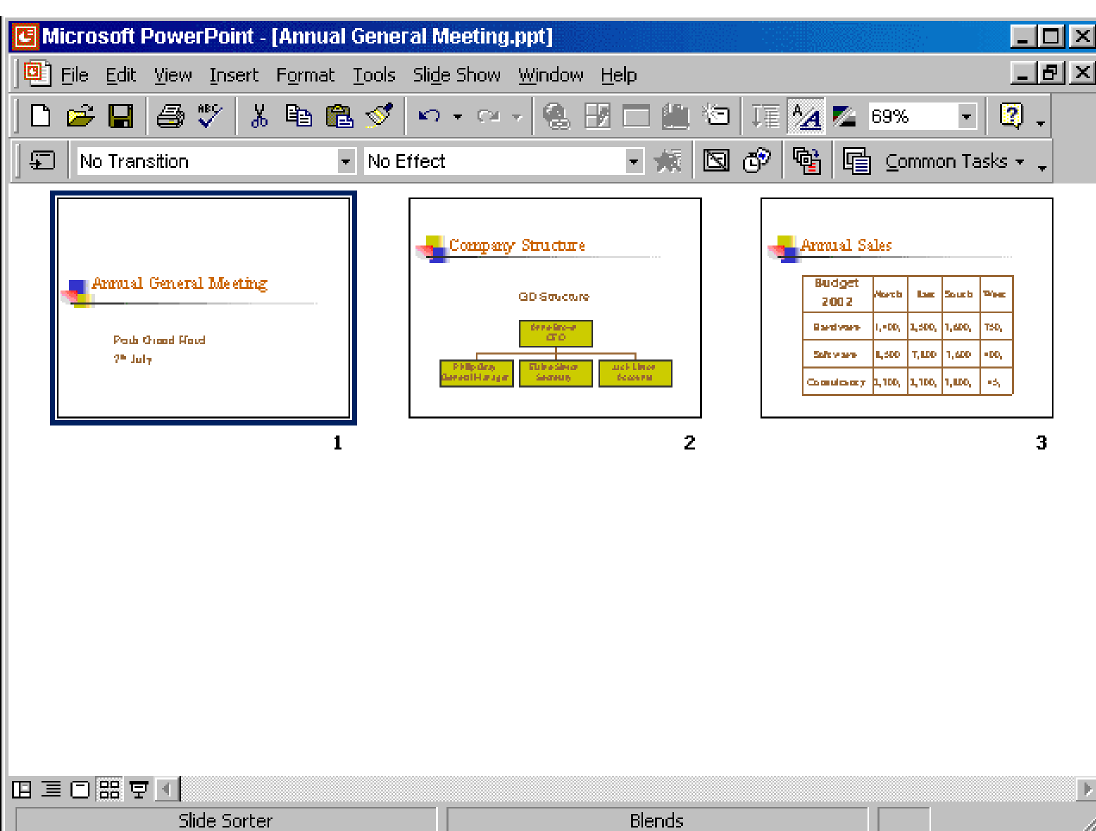
You wish to produce handouts of this presentation on A4 sized paper.

File → page setup → from the slide size for select A4 paper → ok

Add a note to this closing slide saying: Presentation available online.

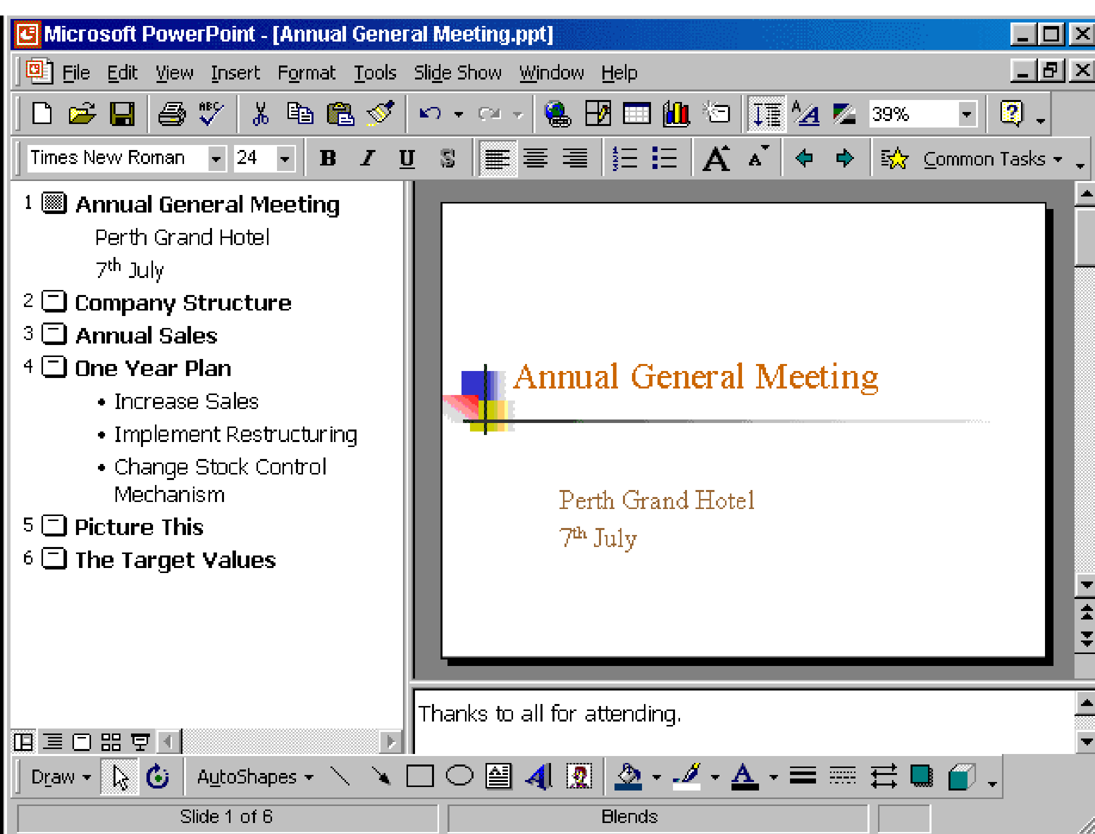
Click anywhere when you have finished.

Click on the click to add note → type Presentation available online → click any where



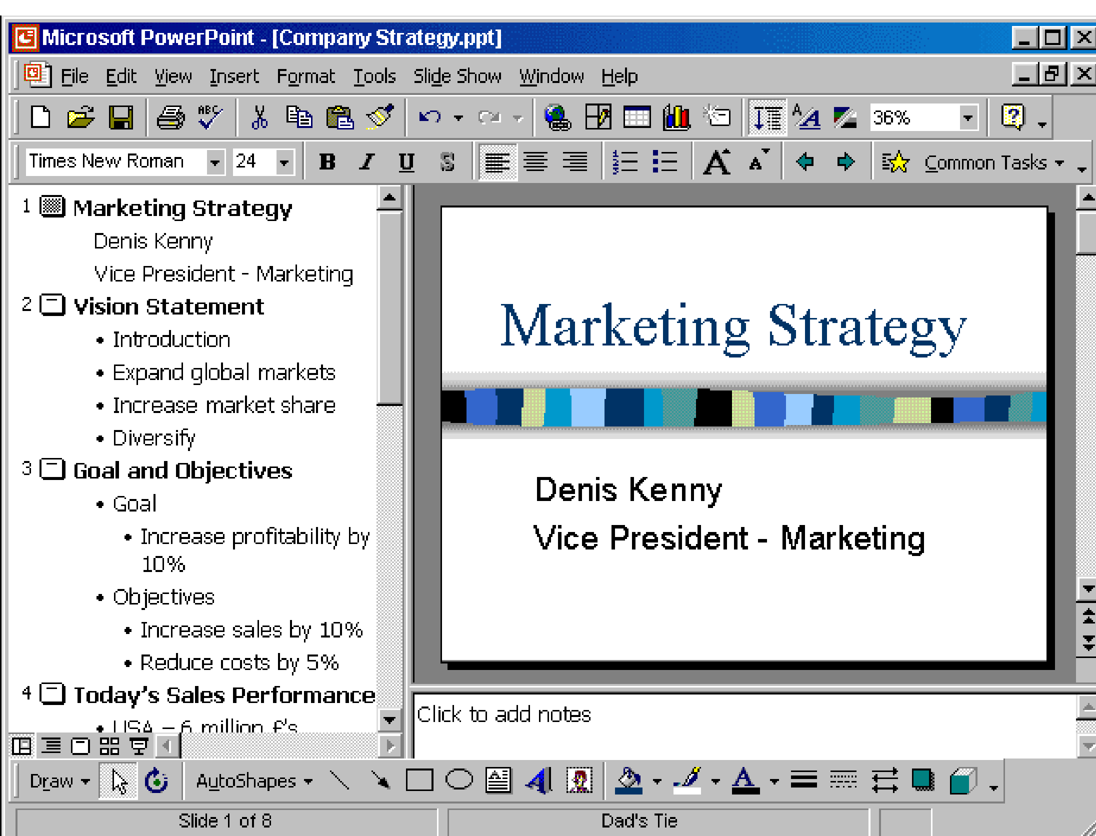
Copy slide number 2 and paste it as slide number 4 in this presentation.

Right click on slide number 2 select copy →right click after slide 3 select paste



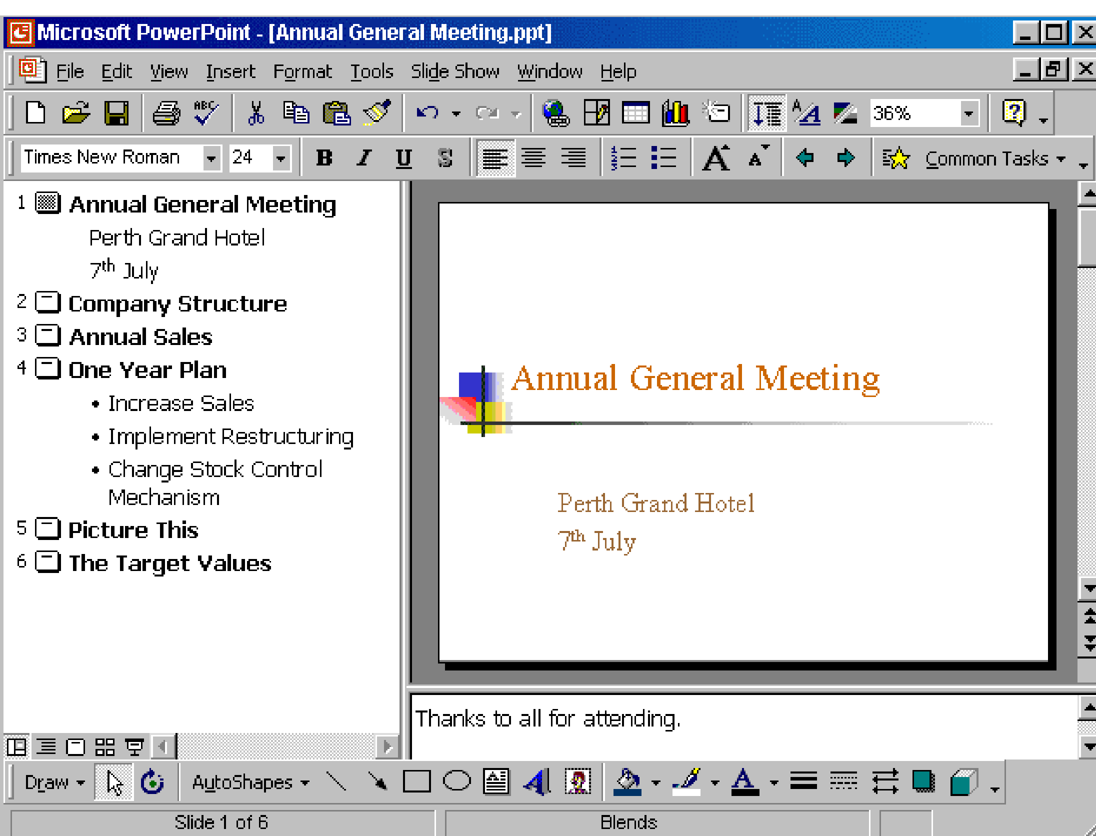
Run this entire presentation as an onscreen slide show.

Slide show → view show



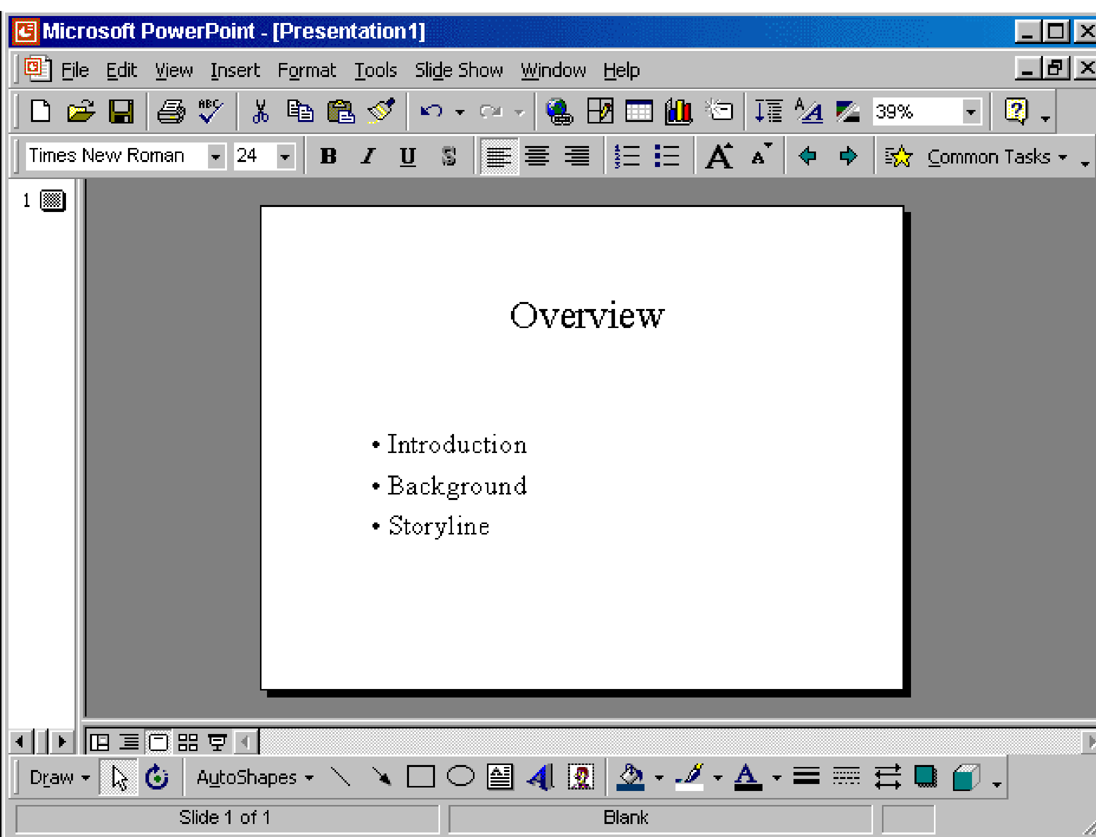
Use the Microsoft Office Assistant to find help on 35mm slides.

Help → Microsoft PowerPoint help → type 35 mm slides → search



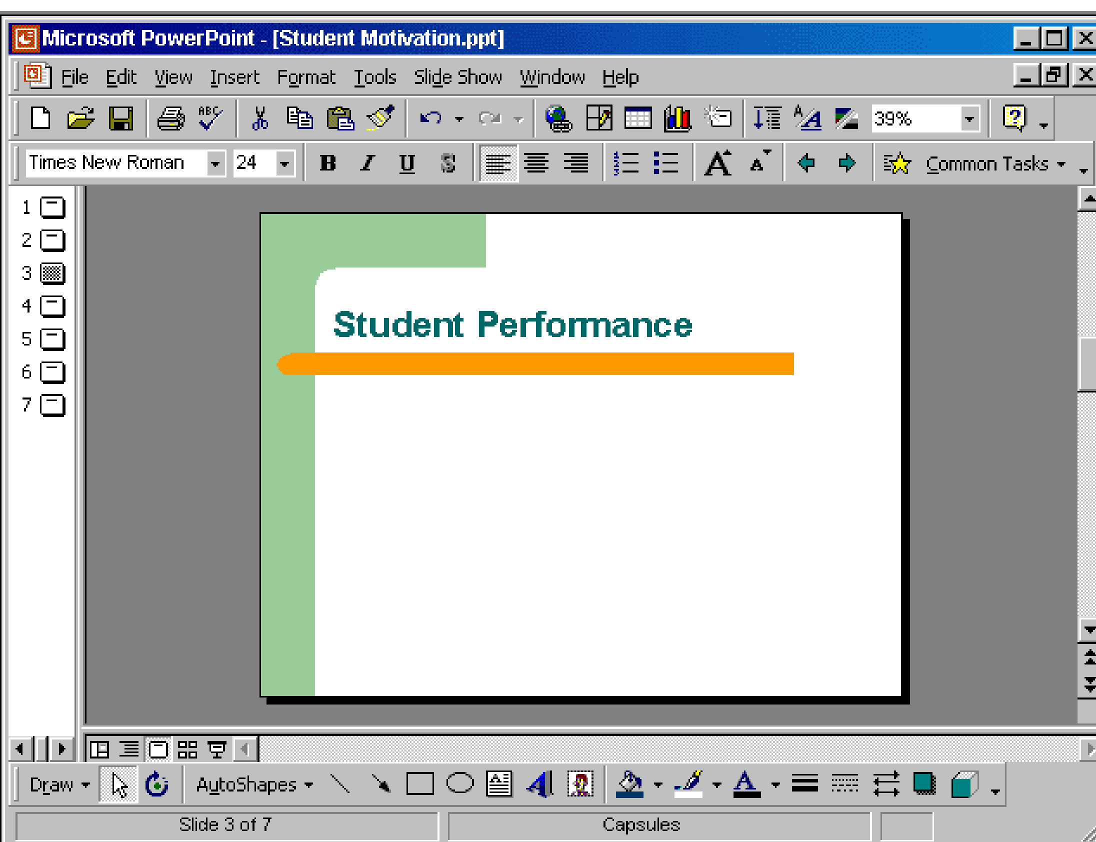
Access the menu option you would use to preview how this slide and its speaker's note will print.

View → notes page



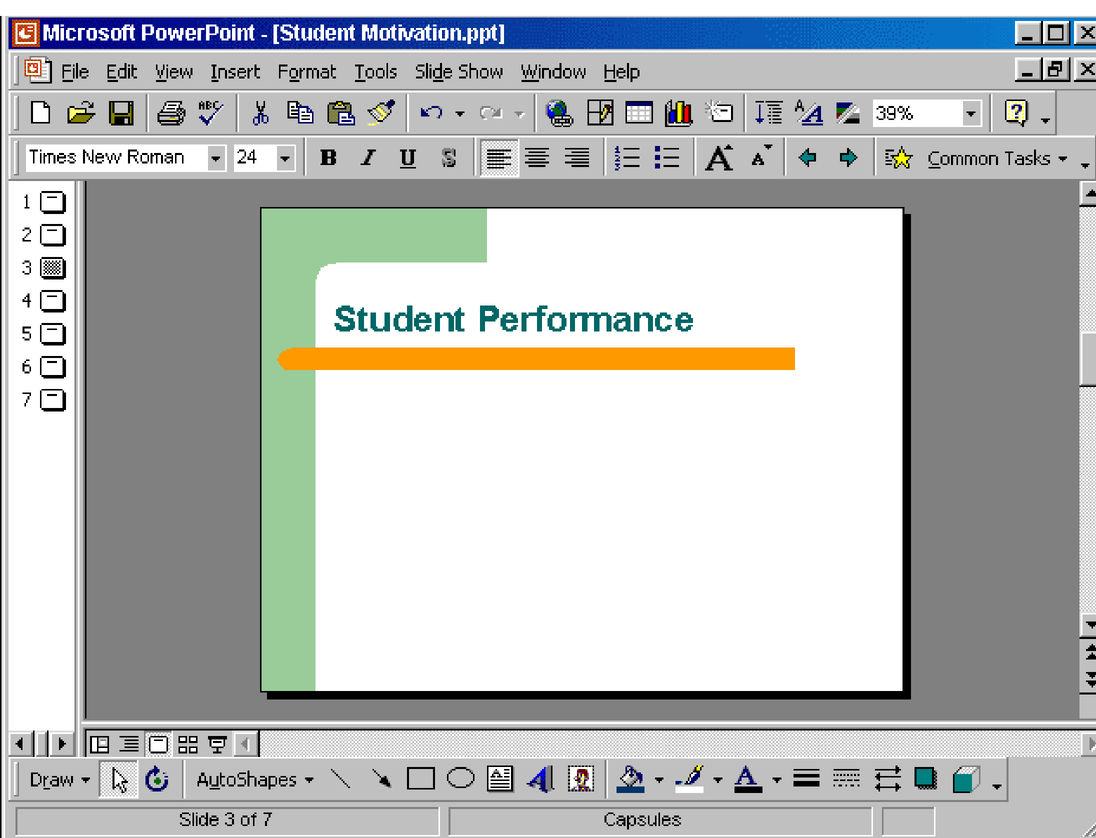
Change the built-in layout for this slide to one that also includes a placeholder for a second bulleted list.

Format → slide layout → select 2 columns text →reapply



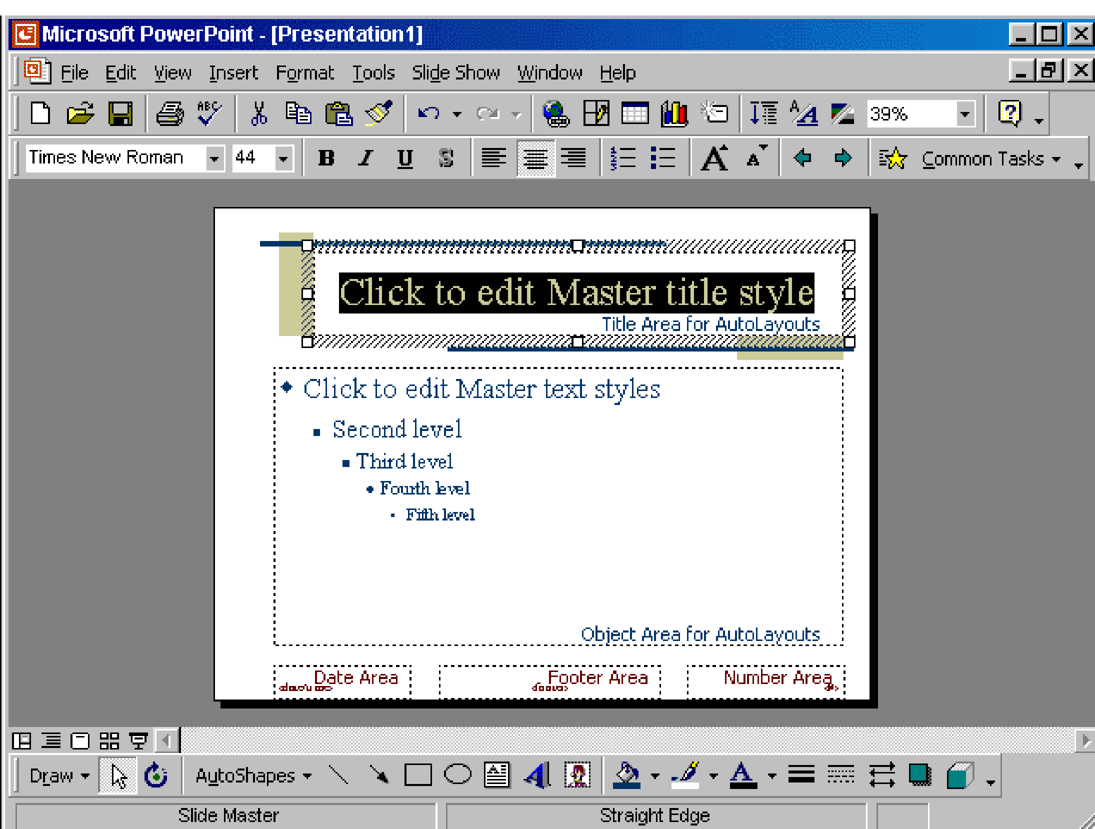
Access the Header and Footer dialog box and add the word Draft to the Footer of the current slide.

View → header and footer → in the footer box type Draft → apply



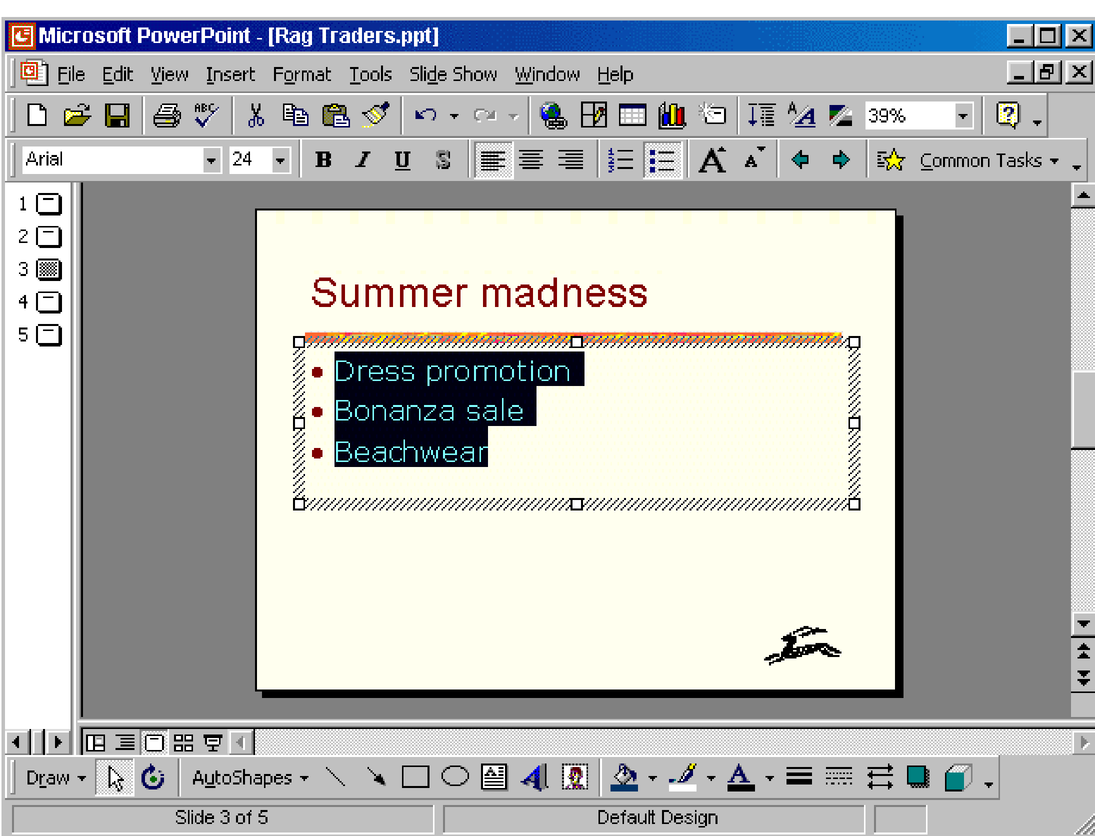
Access the Header and Footer dialog box and add the fixed date 04/05/03 to all slides in this presentation.

View → header and footer → in the fixed box type 04/05/03 → apply all



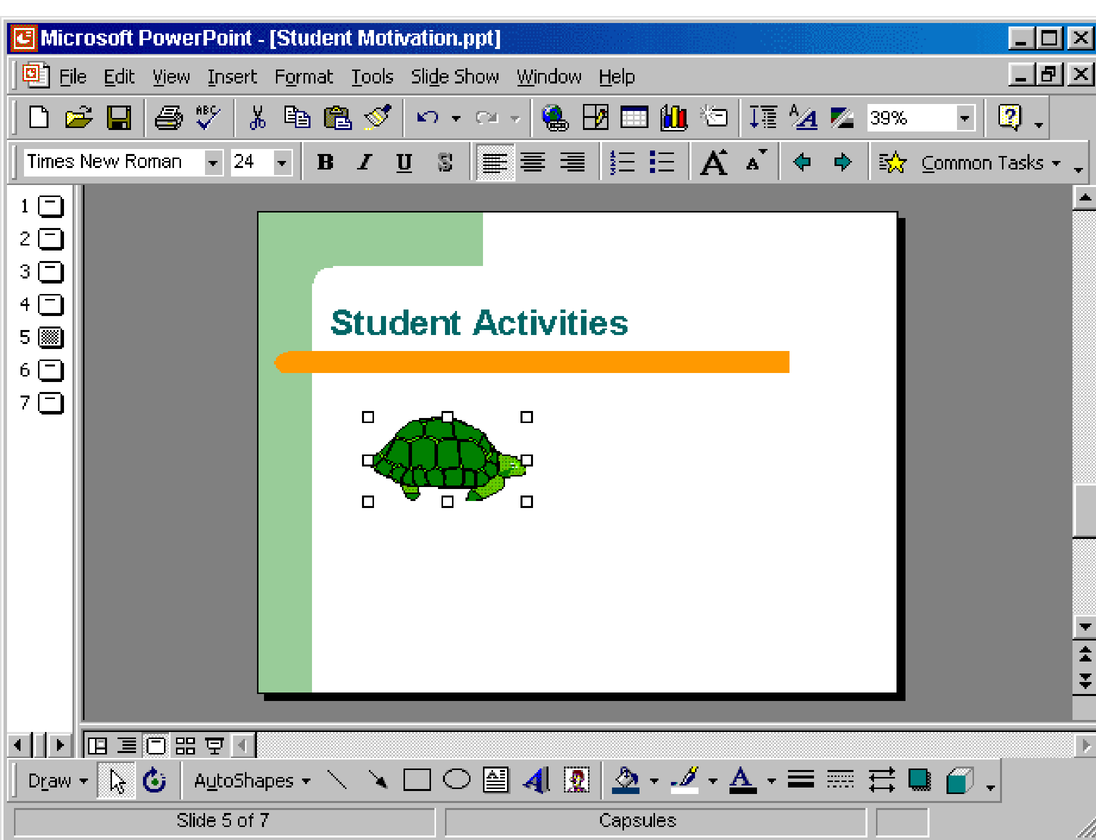
Change the colour of the selected text to purple, as shown in the following sample.

From the font color tool in the drawing tool bar select the purple color

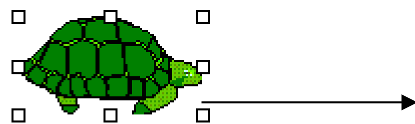


Increase the line spacing after each of the selected bullet points to 0.2 lines.

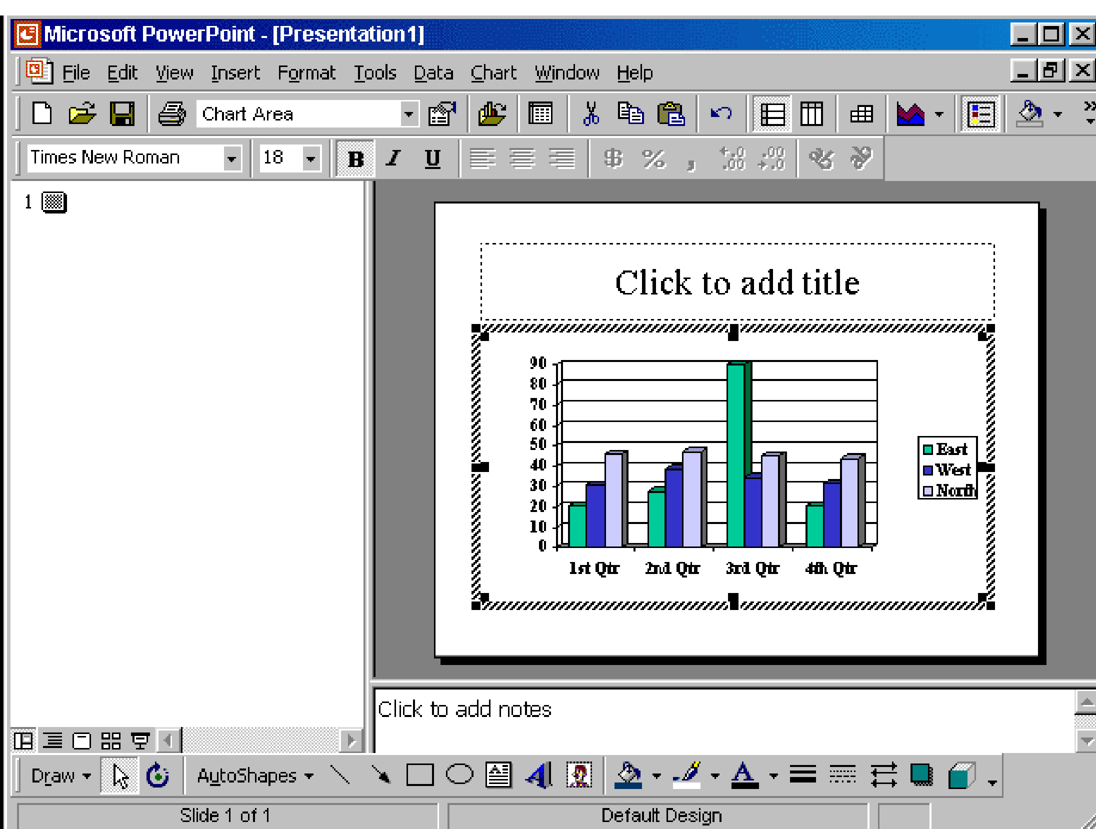
Format → line spacing → in the after paragraph section select 0.2 → ok



If you wanted to resize this picture while maintaining its original proportions where would you click to begin?

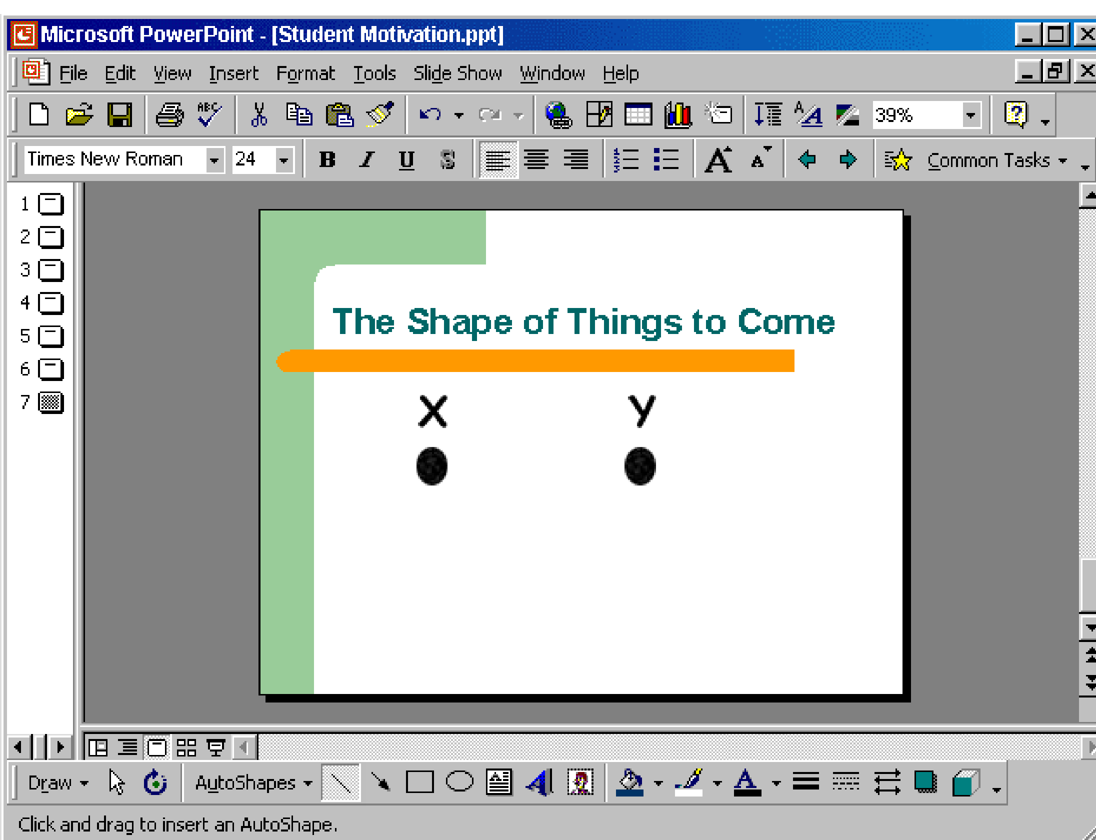


Click here



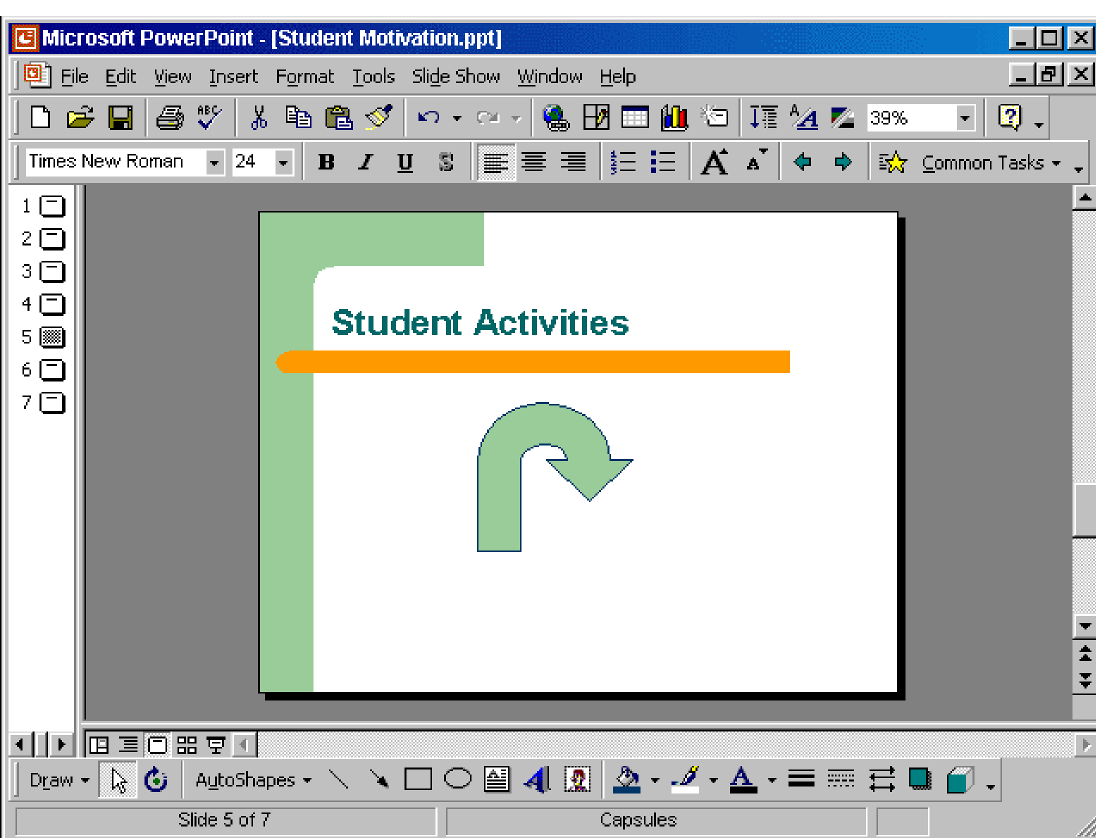
Select the data series **West** and change the colour of this series from **blue** to **yellow.**

From the chart objects drop down list select series west → from the fill color tool in the standard tool bar select yellow



Use the basic Line tool to draw a line from dot X to dot Y.

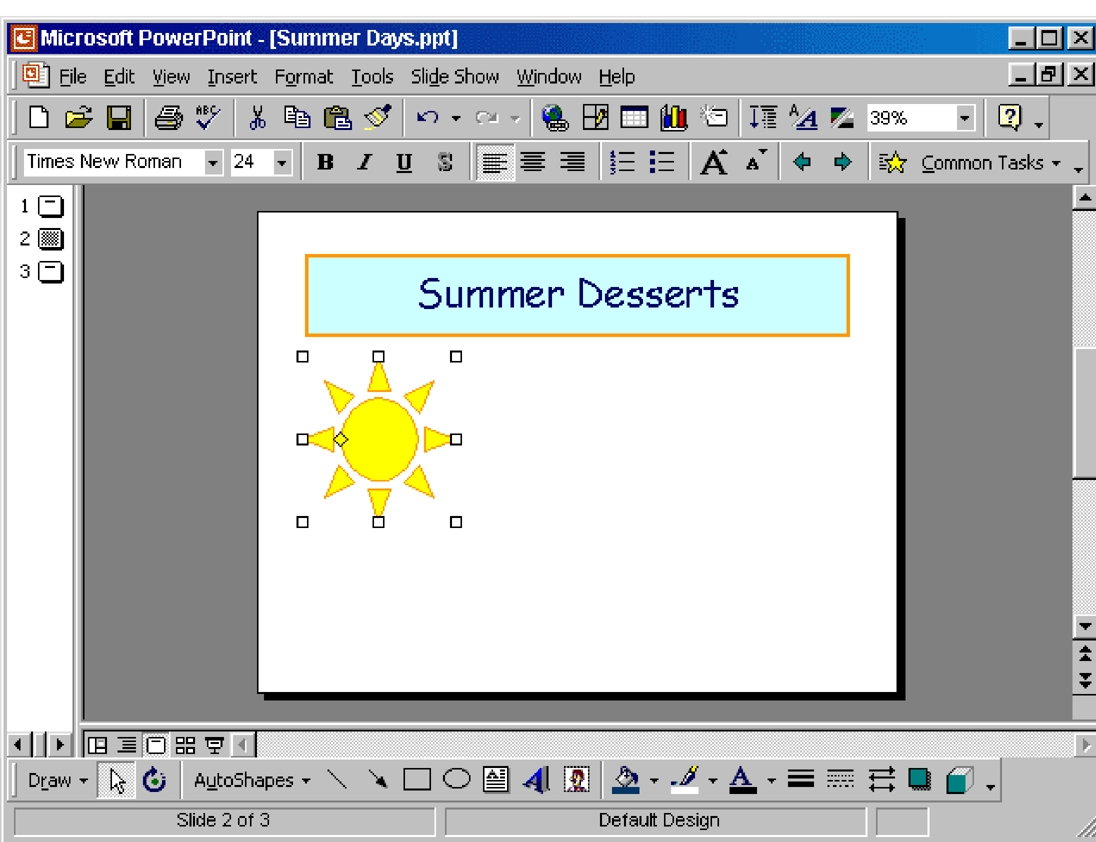
Click on the line tool from the drawing toolbar → draw the line from x to y



Select the auto-shape of the U-turn arrow and rotate it precisely 90 degrees to the right.

(Do not use free rotate for this task).

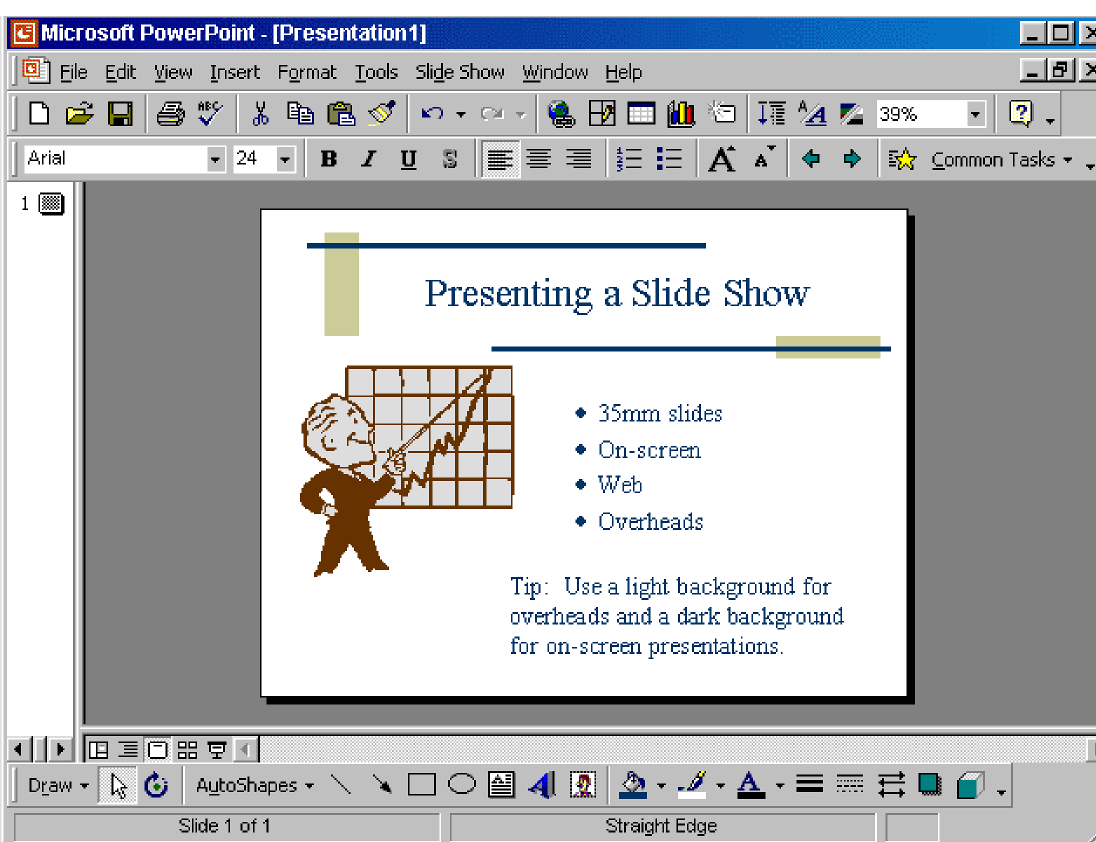
Select the auto-shape → select draw from the drawing toolbar → select rotate or flip → select rotate right



Align the selected auto-shape centrally between the left and right edges of the slide.

(Do not use click-and-drag for this task).

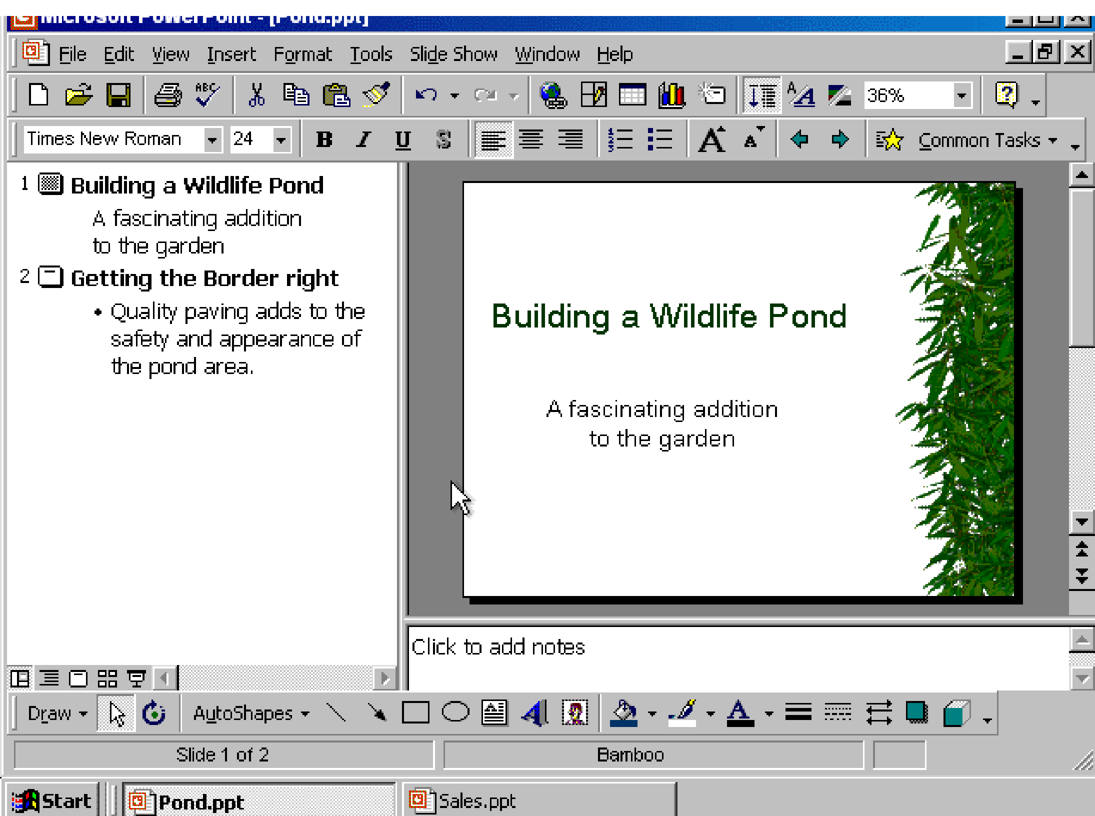
Double click on the auto shape → position tab → in the horizontally form select center



You want the output best suited for an onscreen presentation.

Check the appropriate settings, and if necessary change them.

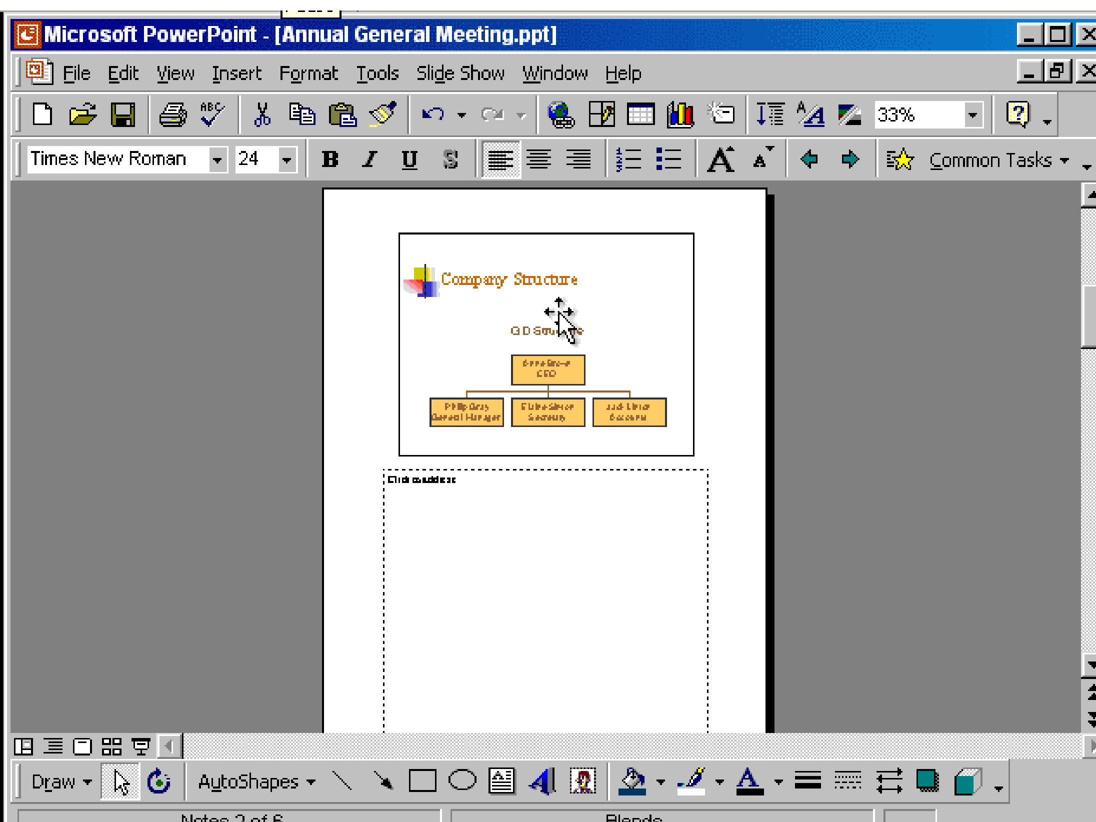
File → page setup → in the slides size for select onscreen → ok



A second presentation is open. Make Sales.ppt the active file.

Alt + Tab is not available for this exercise.

Select sales.ppt from the task bar

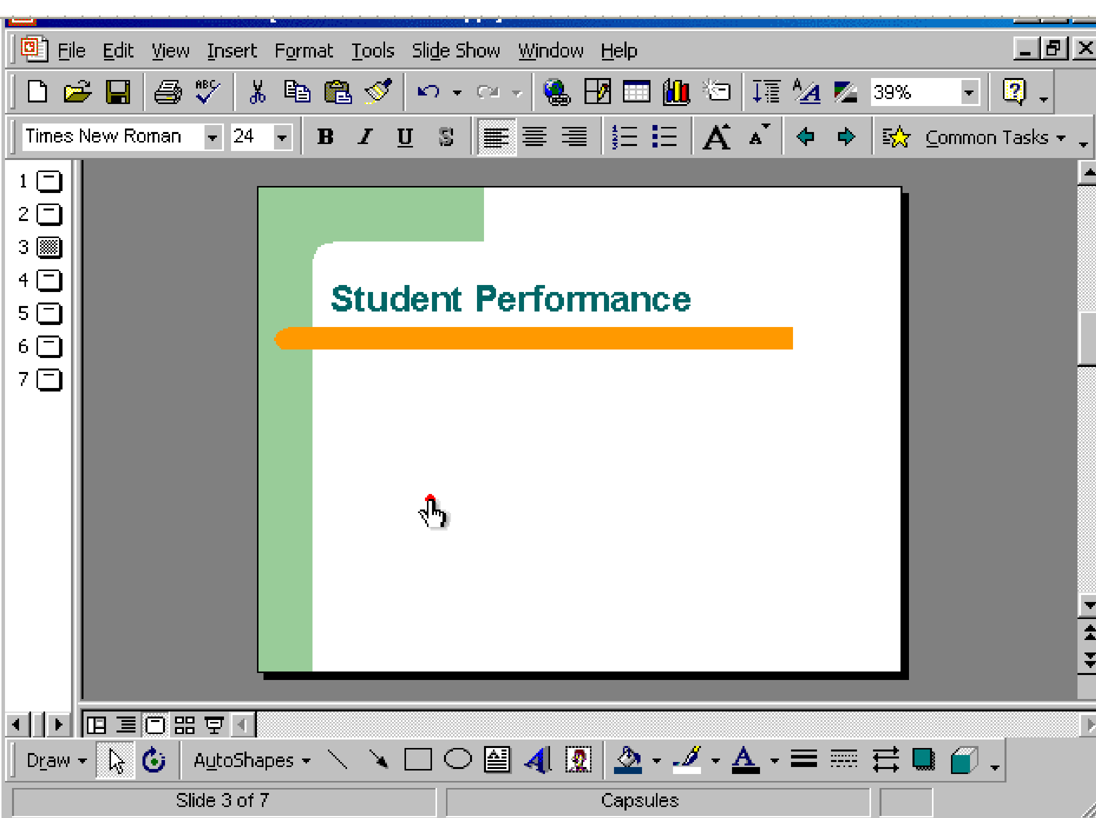


Change the zoom level of the current view to Fit.

From the zoom tool from the standard toolbar → use the drop down list and select fit

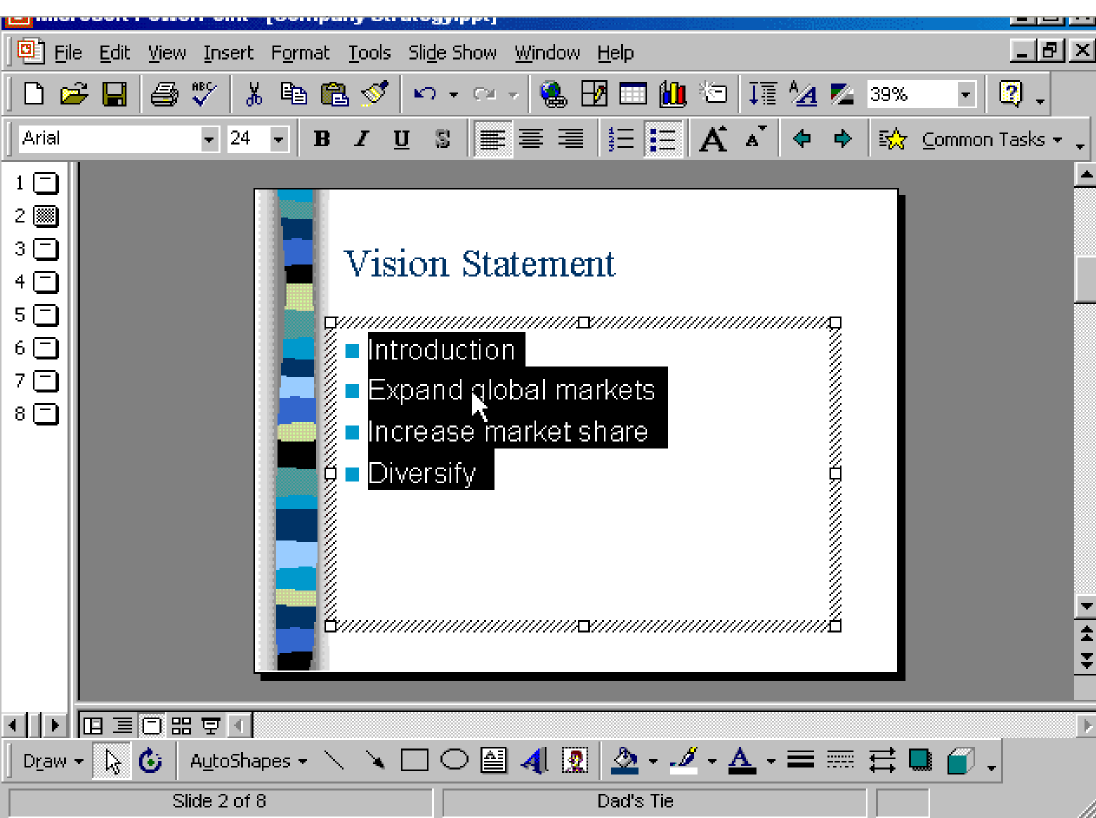
Access the Slide Master and add an oval inside the red box.

View → slide master → select the oval tool from the drawing toolbar → draw it in the red box



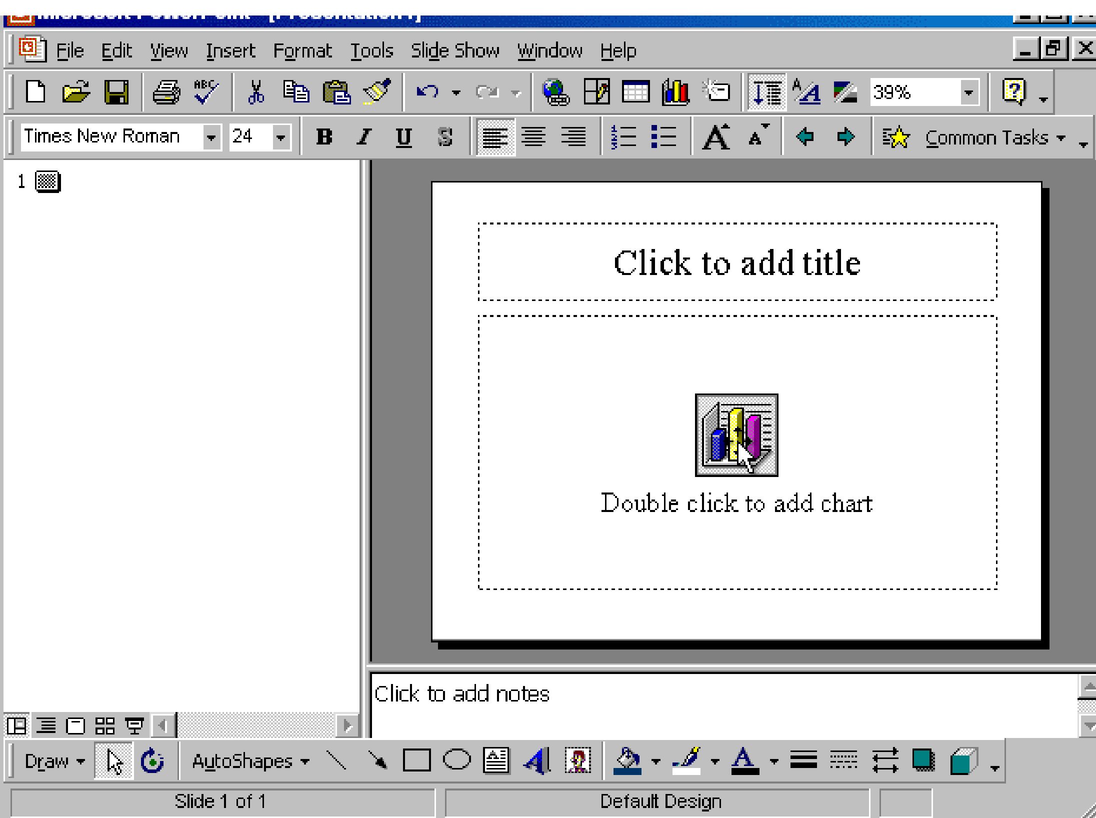
Access the Header and Footer dialog box and add an automatically updating date to all slides in this presentation.

View → header and footer → check the date and time → and select update automatically → apply to all



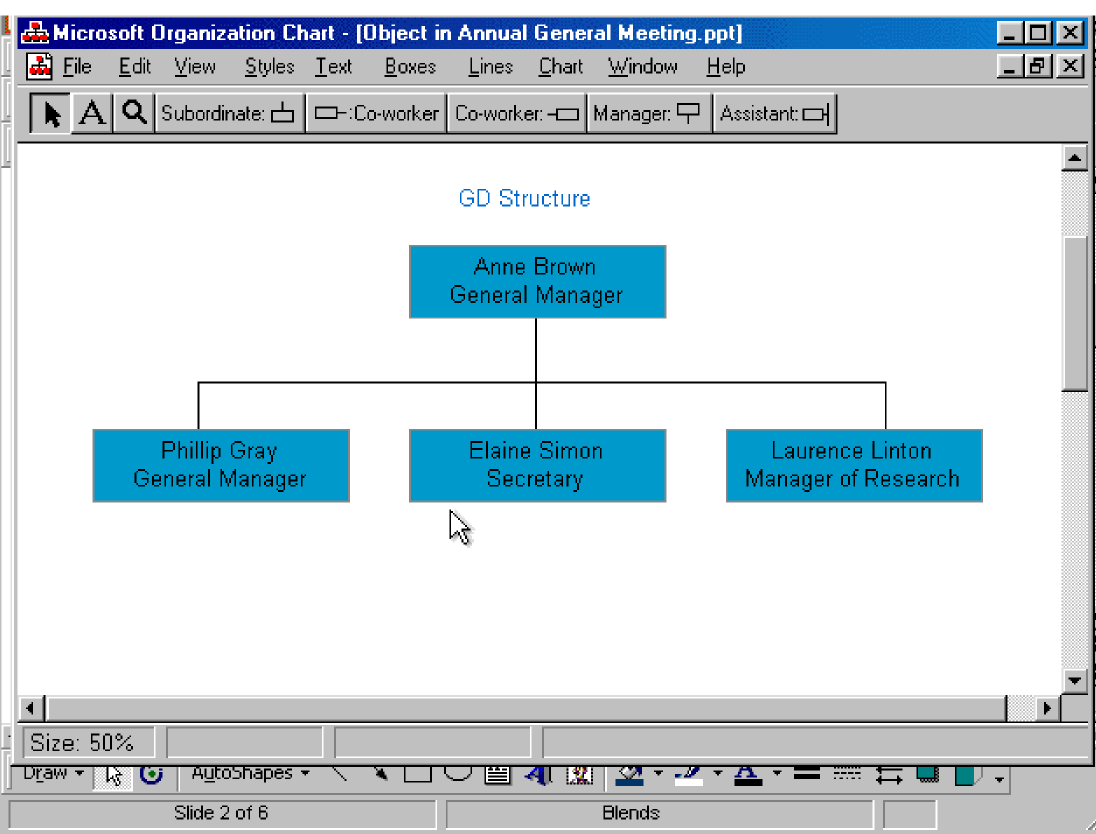
Change the type of bullet used in this list to the one shown here.

Format → bullets and numbering → select this bullet → ok



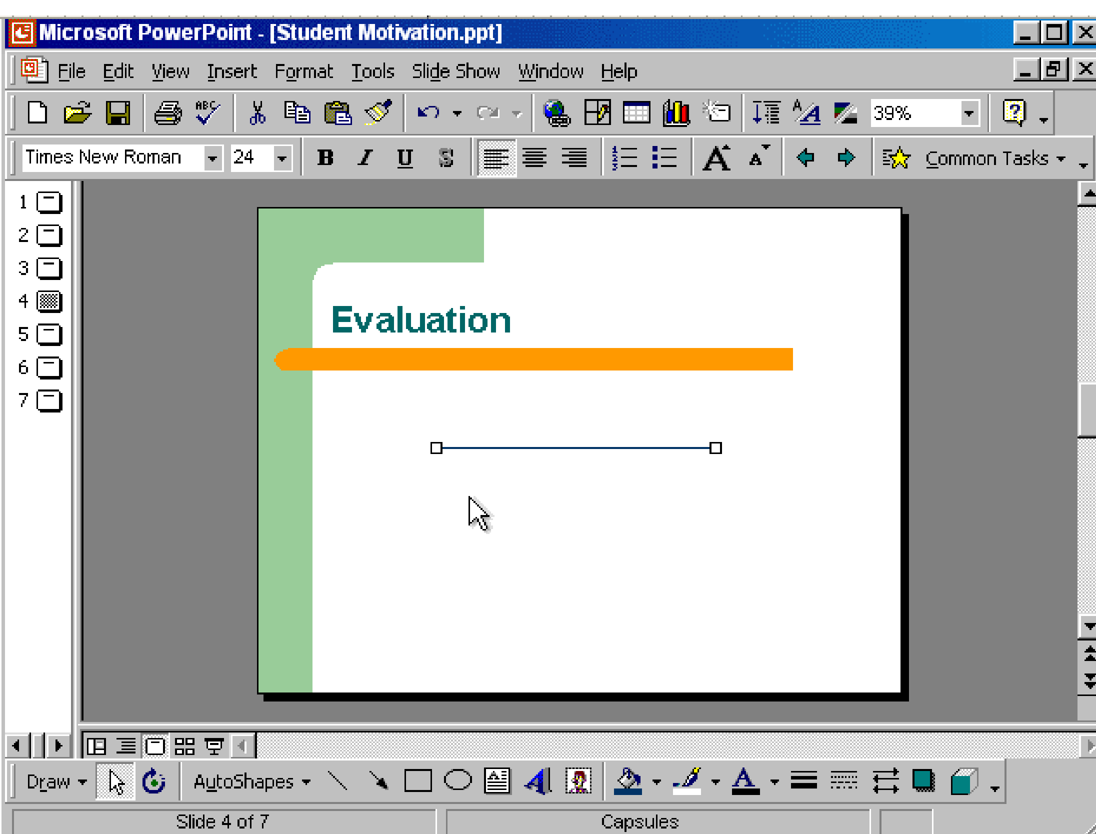
Access the chart AutoLayout feature, change the label East to Sales and press the Enter key when you have finished.

Double click on the add chart → select the cell contains the word East and type Sales → press enter



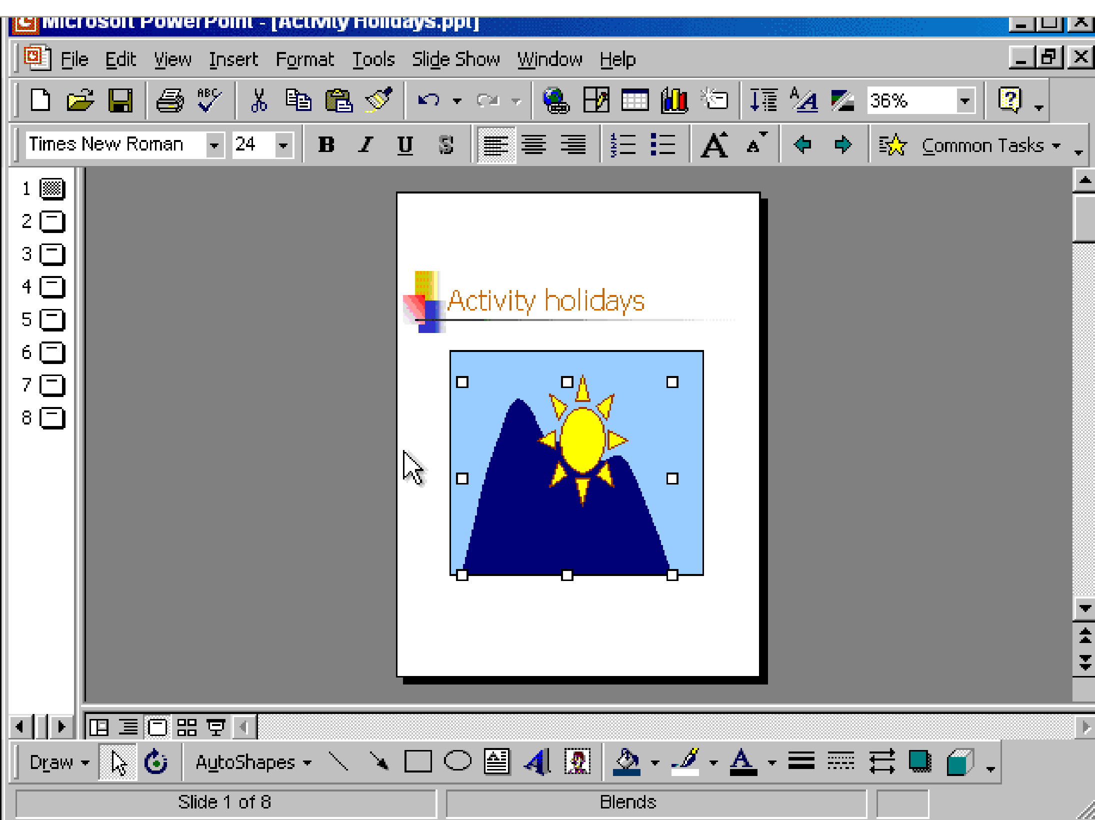
Add a subordinate box to Laurence, manager of Research.

Click on the subordinate button → click on the Laurence box



Change the colour of the selected line to blue.

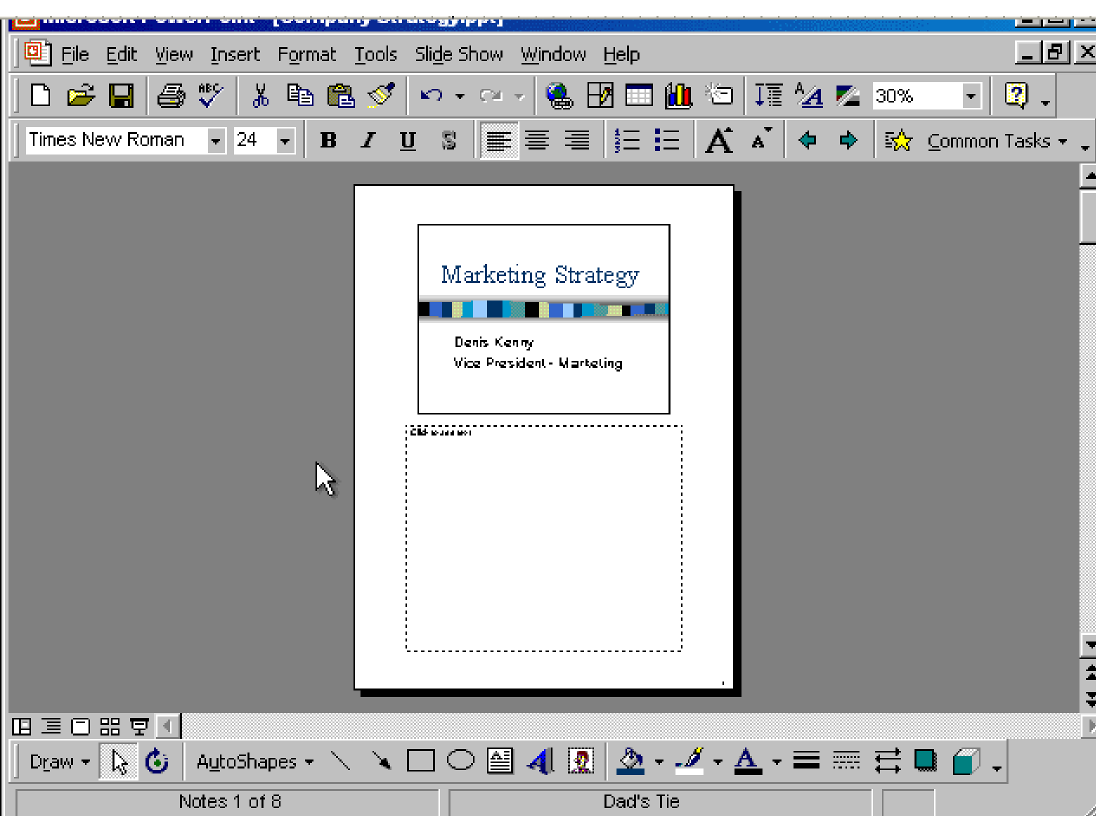
Click on the line color tool from the drawing toolbar → select blue



This graphic contains three auto-shapes - the sun, mountains and a blue rectangle representing the sky.

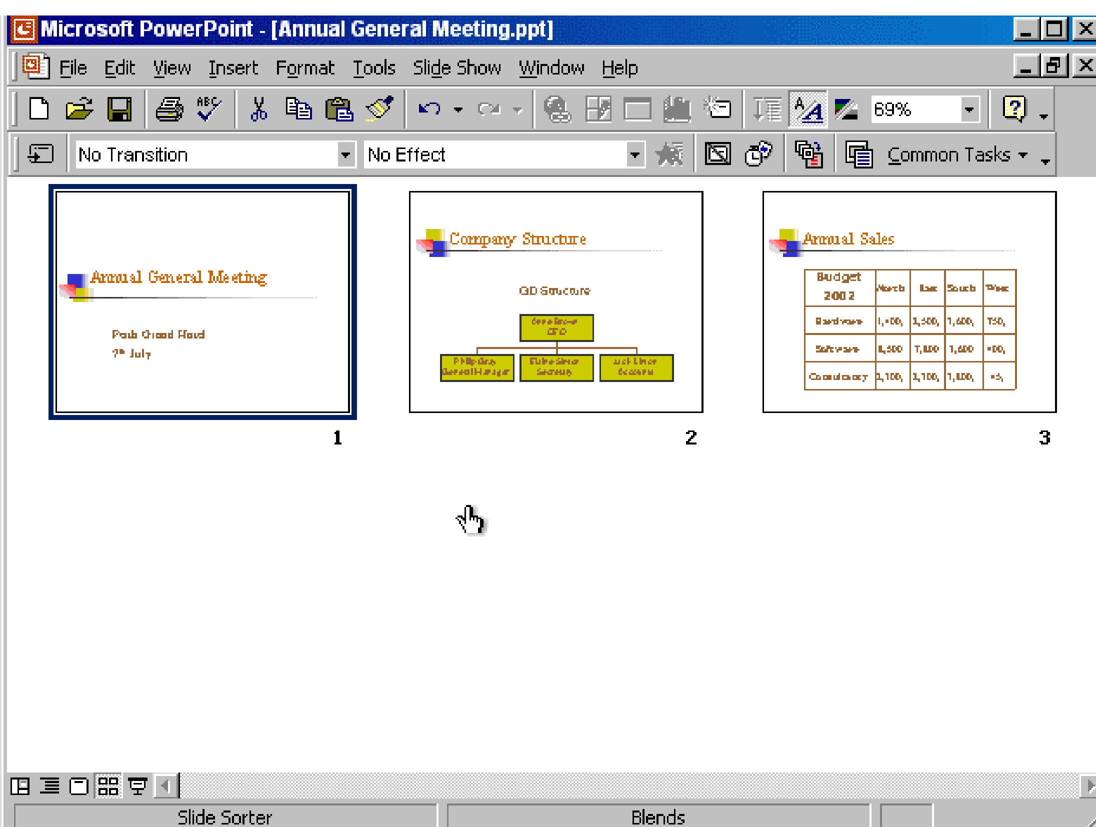
Use the appropriate command to bring the mountains in front of the sun.

From the draw tool in the drawing toolbar → select order → bring to front



Print 1 copy of the Notes pages for slides 2 to 5 (inclusive) in this presentation.

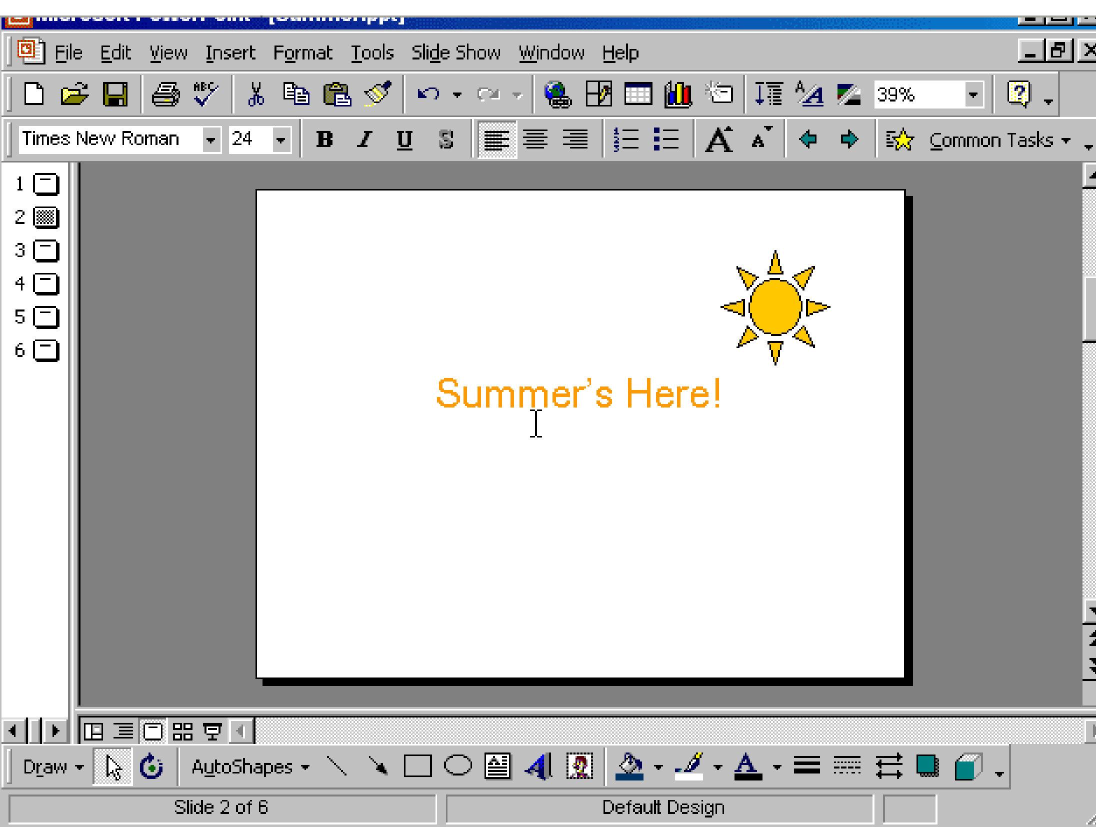
File → print → in the print range section →in print what section select Notes pages → select slides and type 2-5 → ok



Slide 3 contains confidential sales figures.

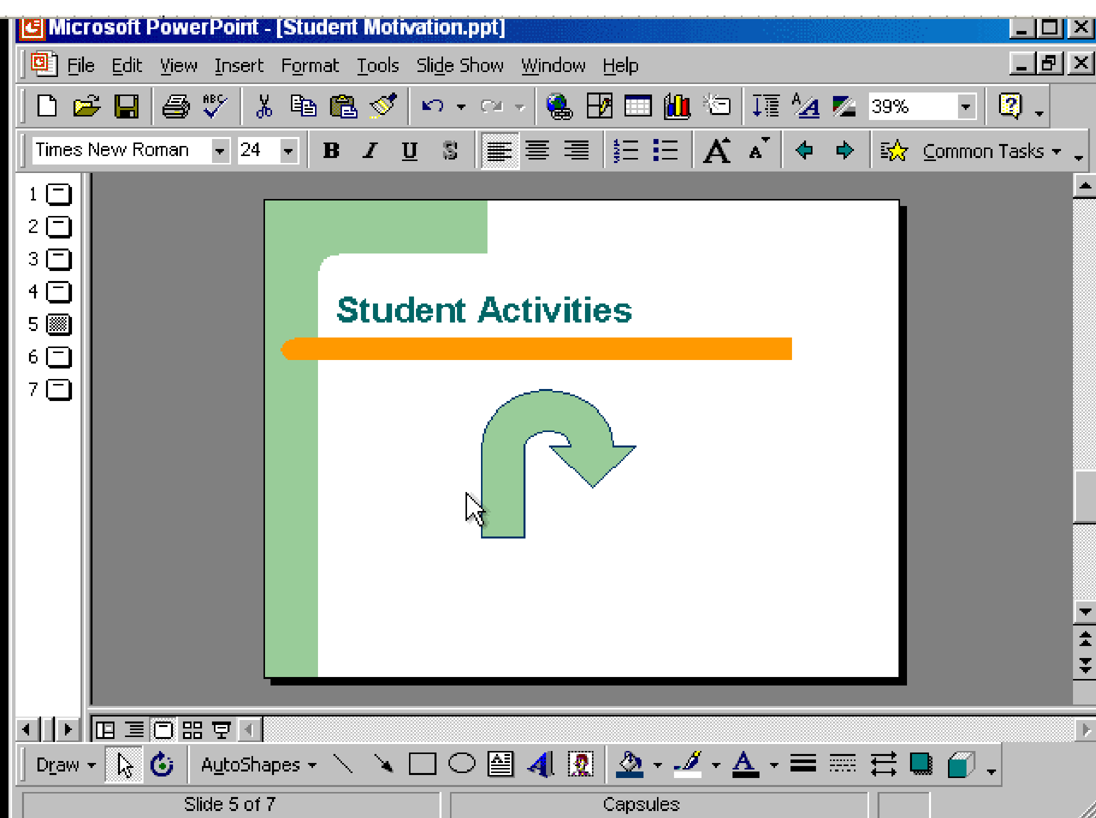
Hide this slide, so that it will not display during an onscreen presentation.

Right click on slide 3 → select hide slide



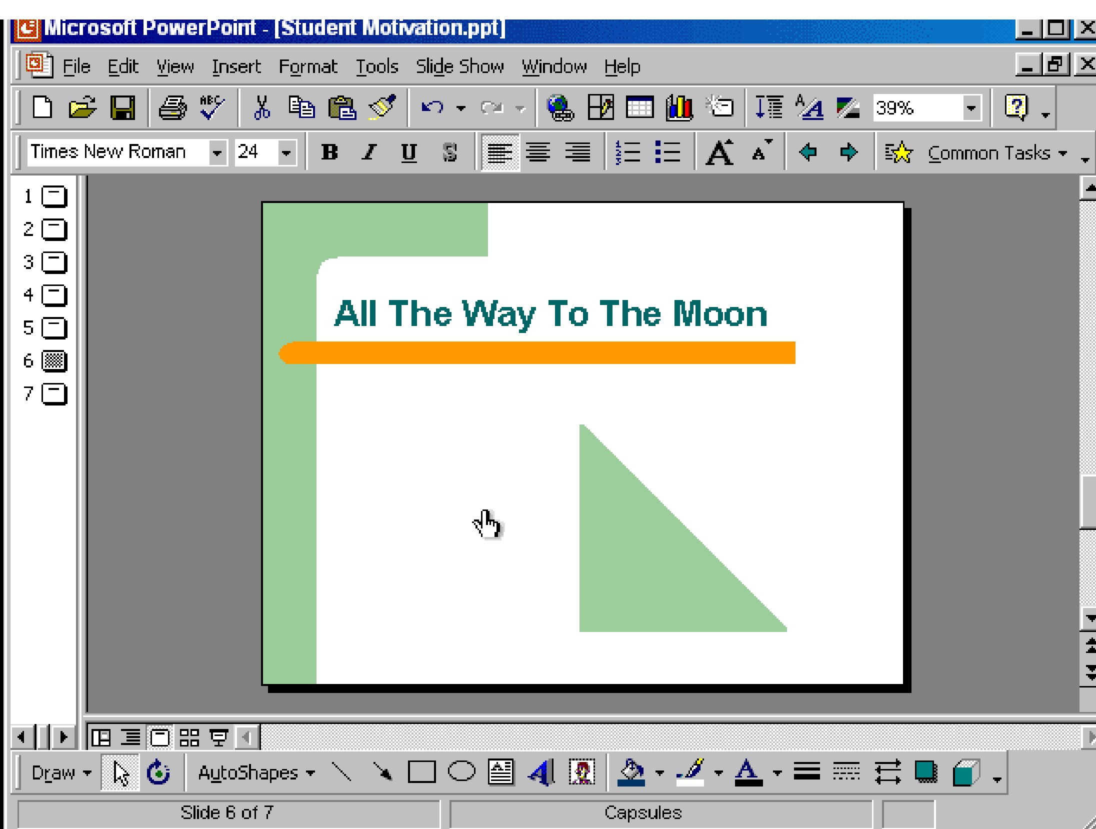
Change the background colour of just the current slide to blue.

Format → back ground → from the drop down list select this color → apply



Select the auto-shape of the U-turn arrow and flip it horizontally.

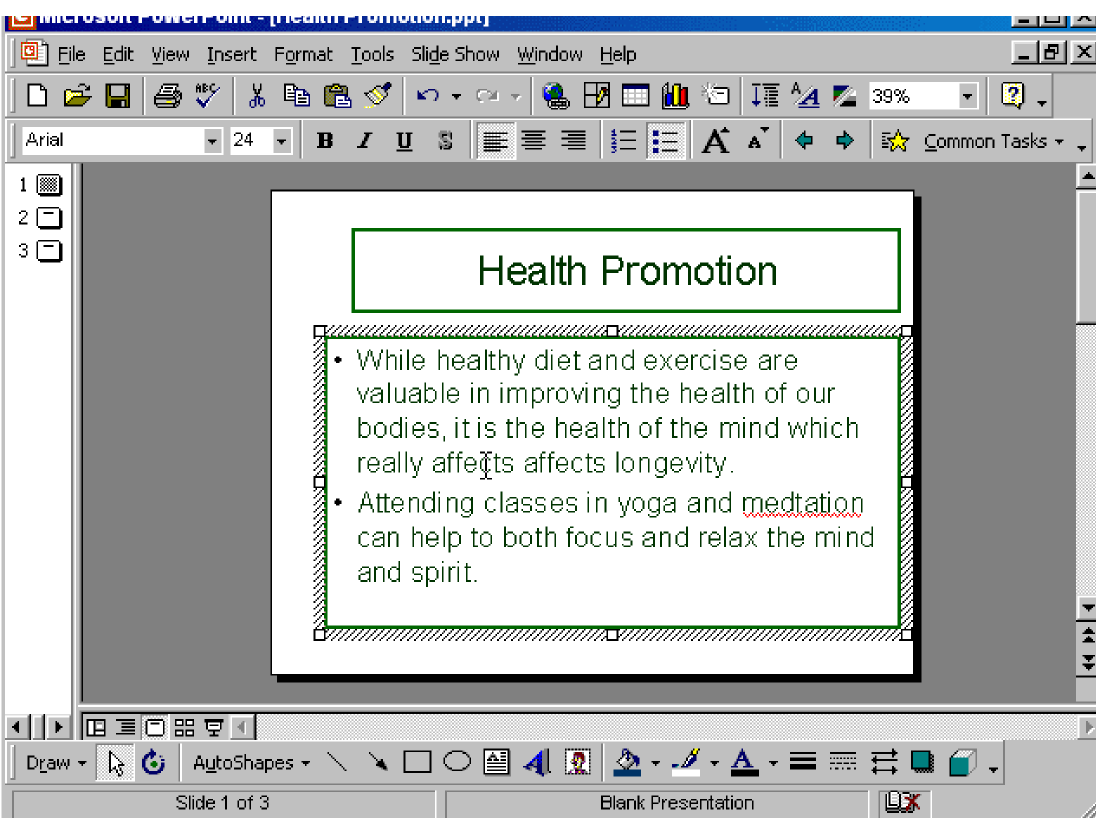
Select the auto shape → click on the draw tool from the drawing toolbar → select flip horizontally



You no longer need the triangle auto-shape.

Delete it now, without placing it on the Clipboard.

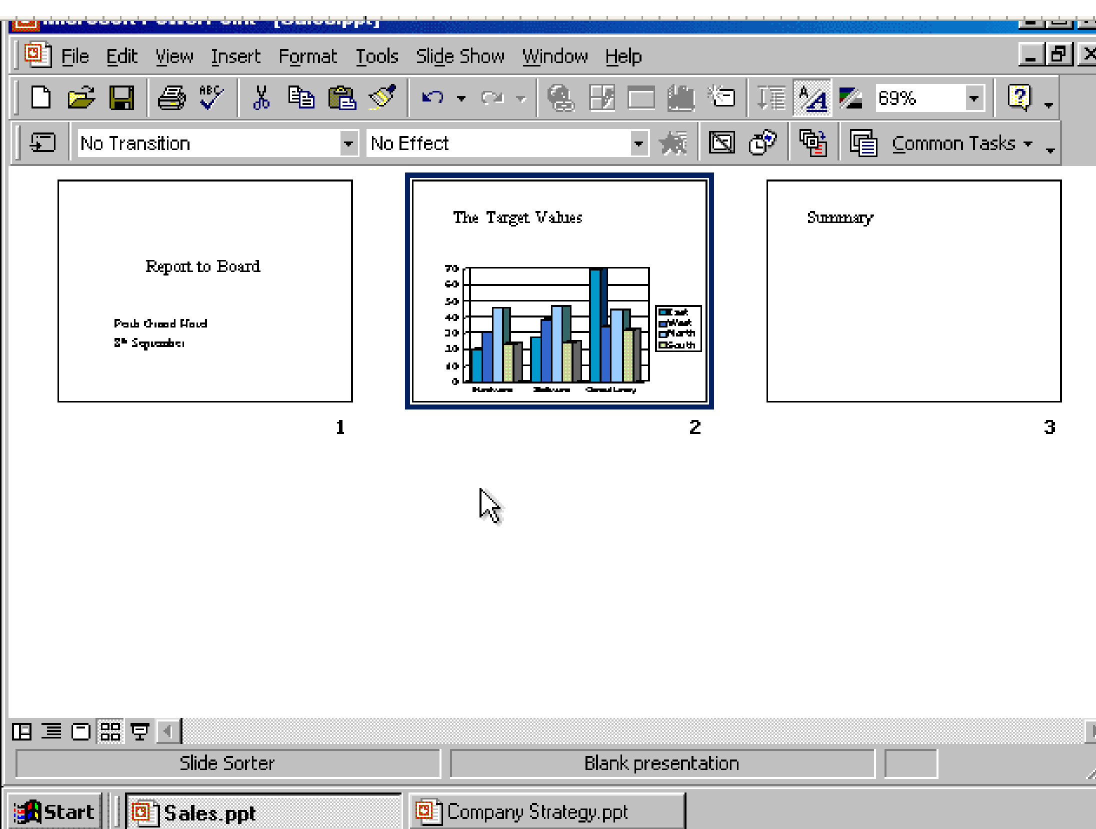
Select the auto shape → press delete from the keyboard



PowerPoint has detected a spelling error on this slide.

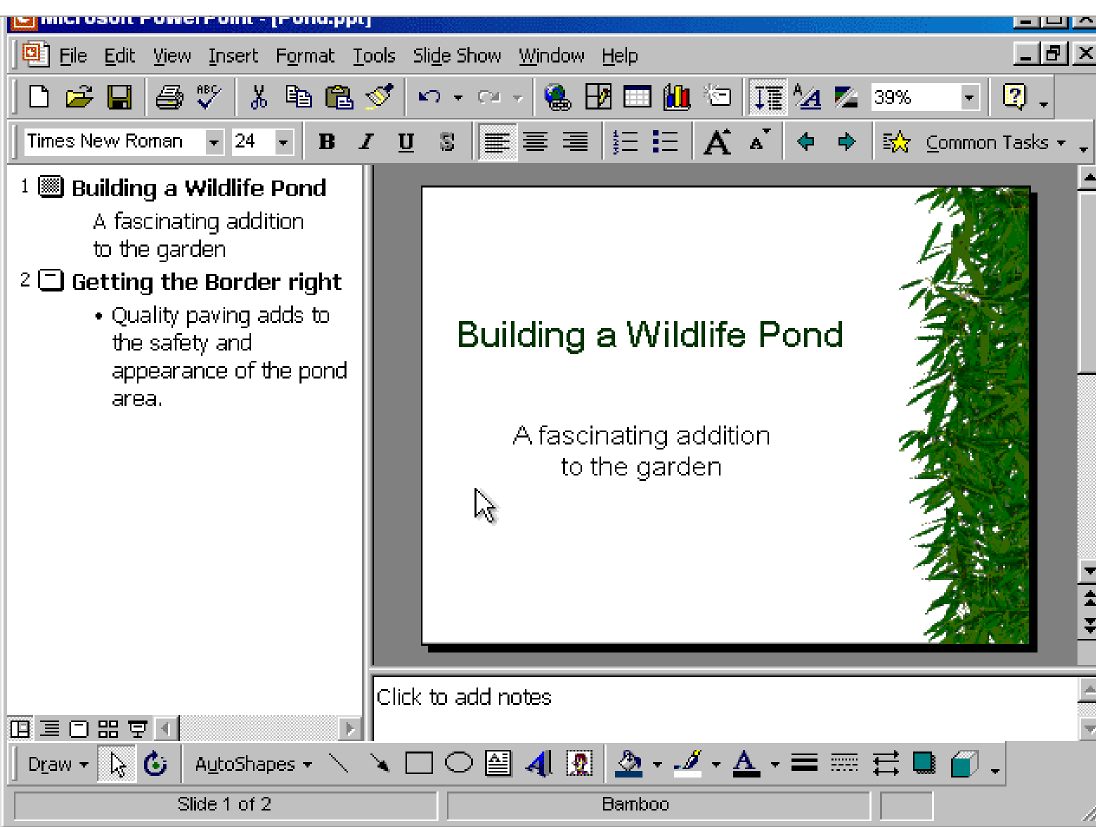
Use the spell checker to correct the spelling of just this occurrence of the word, meditation.

Right click on the word meditation



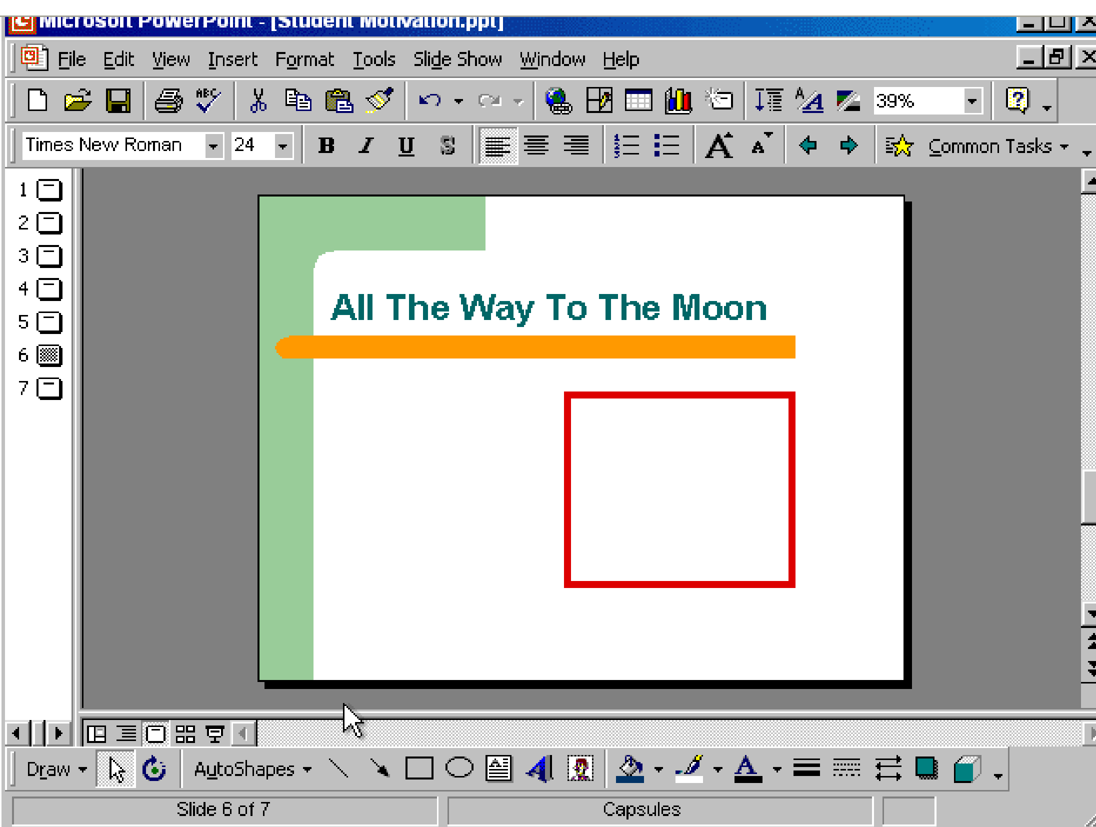
Duplicate the selected slide as slide number 2 in Company Strategy, which is also currently open.

Right click on slide 2 → select copy → Select Company Strategy from the taskbar → right click after slide 1 and select paste



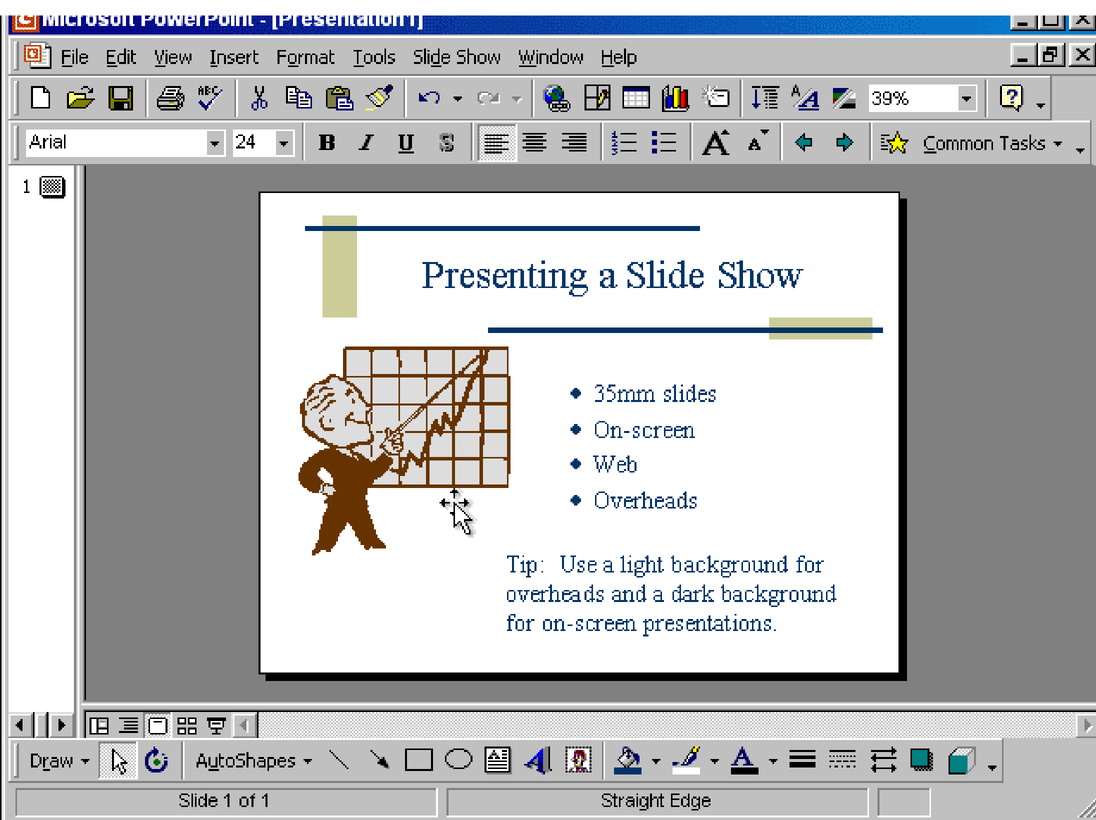
Add an image of a Frog to this slide from the Animals category of the Microsoft Clip Art gallery.

Insert → picture → clip art → animals → select frog → insert



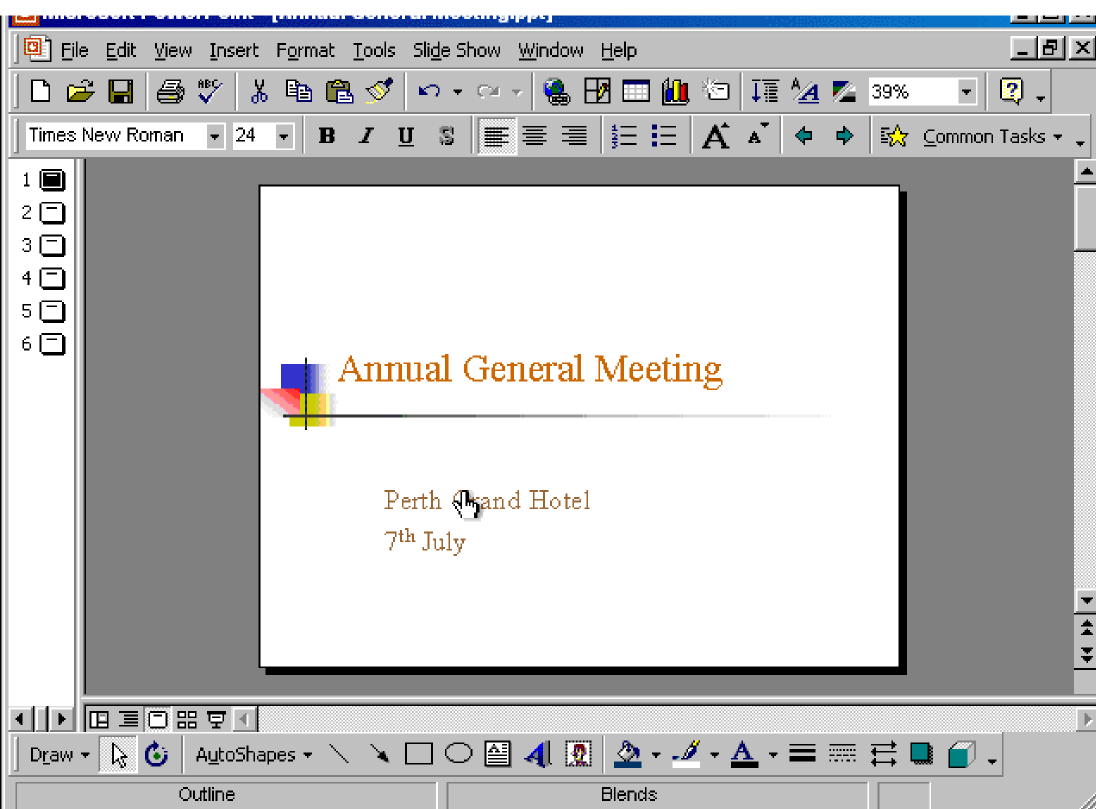
Insert a text box within the red square.

Select text box tool from the drawing toolbar → put the cursor in the red square and draw the text box



Change the output settings for this presentation to those best suited for printing 35mm slides.

File → page setup → in the slides sized for from the drop down list select 35 mm slides → ok



Print 3 copies of the outline of this presentation.

File → print → in print what section → select outline → in the number of copies section select 3 → ok